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SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monay, January 5, 1942.

FIRST REGULAR MEETING, of the year, called for the purpose of organization in accordance with the general laws.

Present: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart and Wood.

The City Council not having elected a mayor up to the time the meeting was called it was unanimously agreed that Committeeman Wood, being the senior member, act as chairman.

The chair ruled that the School Committee may proceed to the election of a Vice-Chairman and ordered that as each member's name is called he or she shall express a preference for the office of Vice-Charman. The following roll-call resulted:

Committeeman Brooks voted for Committeeman Dr. Cassidy.

Committeeman Dr. Cassidy voted for Committeeman Dr. Cassidy.

Committeewoman Mrs. Conant voted for Committeeman Dr. Cassidy.

Committeeman Fitzgerald voted for Committeeman Dr. Cassidy.

Committeeman Robart voted for Committeeman Dr. Cassidy.

Committeeman Wood voted for Committeeman Dr. Cassidy.

Vice-Chairman Dr. Cassidy in the chair.

The chairman appointed the following members to sign payrolls.

JANUARY, William F. Brooks, alternate Dr. James J. Cassidy.

FEBRUARY, Dr. James J. Cassidy, alternate Mrs. Cora B. Conant.

MARCH, Mrs. Cora B. Conant, alternate James F. Fitzgerald.

APRIL, James F. Fitzgerald, alternate Ralph W. Robart.

MAY, Ralph W. Robart, aternate Russell A. Wood.

JUNE, Russel A. Wood, alternate William F. Brooks.

JULY, William F. Brooks, alternate, Dr. James J. Cassidy.

AUGUST, Dr. James J. Cassidy, alternate Mrs. Cora B. Conant.

SEPTEMBER, Mrs. Cora B. Conant, alternate James F. Fitzgerald.

OCTOBER, James F. Fitzgerald, alternate, Ralph W. Robart.

NOVEMBER, Ralph W. Robart, alternate Russell A. Wood.

DECEMBER, Russell A. Wood, alternate William F. Brooks.

Committeeman Wood moved that the rules of the School Committee for the year 1941 be adopted as the rules of the School Committee for the years 1942-1943. Committeewomen Mrs. Conant moved to amend this motion by striking out the words "Committee on Personnel" wherever it appears and substitute in place thereof the words "School Committee". It was then voted to adopt the motion as amended that the rules of the School Committee for the year 1941 be adopted as the rules of the School Committee for the years 1942-1943 except that the words "Committee on Personnel" be striken out wherever they appear in said rules and the words "School Committee" be substituted in place thereof.

Committeeman Wood moved that the Superintendent be directed to report at the next meeting in executive session such appointments, promotions and other acts of the School Committee which in his opinion were not in compliance with the new rules of the School Committee since their adoption in July, 1941, and he shall note the violation of the rules, if any. An amendment by Committeeman Fitzgerald that this report contain all the appointments made during the last eight months was lost. After considerable discussion Committeeman Wood was given unanimous consent to change the word "Superintendent" to "Secretary". It was then voted to adopt Committeeman Wood's motion

"That the Secretary be directed to report at the next meeting, in executive session, such appointments, promotions and other acts of the School Committee which in his opinion were not in compliance with the new rules of the School Committee since their adoption in 1941 and he shall note the violation of the rules, if any.

On motion by Committeeman Wood it was unanimously voted to suspend the rules for the purpose of setting a date for the next meeting. It was then voted on motion by Committeeman Wood that the next regular meeting shall be held on Monday, January 12, 1942 at 8:00 p.m. in the School Committee offices, 1700 Cambridge Street, Cambridge, Mass.

The Superintendent presented the resignation of Helen G. Fitzgerald, a special class teacher at the Ellis School, who is to be married, said resignation to take effect December 31, 1941. It was voted to accept the resignation.

The Superintendent reported the retirement of Minnie A. Doran, a teacher at the Thorndike School, who has served the Cambridge School System faithfully and efficiently for over forty-five years. It was voted that the Superintendent express to Miss Doran the School Committee's appreciation for her long and faithful service to our school system.

The Superintendent recommended the transfer of Mary Sullivan from Special Class Teacher at the Roberts School to Special Class Teacher at the Ellis School effective January 6, 1942. On motion by Committeeman Brooks it was voted to adopt the Superintendent's recommendation.

It was voted to place on file a communication from John J. Curry, Master of the Roberts School, advising that the two special classes at the Roberts School will be combined into one class because of a decrease in numbers.

The Superintendent presented a communication from Mrs. Rose M. Rondeau, Director of Americanization in the Cambridge School Department, advising that at a conference with Miss Mary L. Guyton, State Superintendent of Adult Alien Education and State Director of the National Citizenship Education Program that a request was made for the use of the Webster School Auditorium for the purpose of conducting a teacher training course to be given to prospective teachers in the National Citizenship Education Program. Mrs. Rondeau further advised that the course would occupy the hours from 9:00 a.m. to 1:00 p.m. and would be of two weeks duration. Course is to be conducted by the State Department of Education in cooperation with the Federal Government and will provide teacher training for teachers of Greater Boston. The number will probably be between 80 and 100. The Superintendent recommended that the permission requested be granted and on motion by Committeeman Robart and seconded by Committeeman Brooks it was voted to adopt the Superintendent's recommendation.

The Superintendent presented a request of Dr. William Brousseau, Medical Officer, Cambridge Committee on Public Safety (Civilian Defense) that the office of Dr. O'Brien, School Physician at the Longfellow School be used as a medical supply depot and in case of emergency that the hall at the Longfellow School be used as a dressing station if and when necessary. It was voted that the request be granted.

The Superintendent presented a communication from Robert Wolcott, Chairman of Selective Service Draft Board No. 47, asking permission to use the following schools within the territorial limits of the Draft Board for use in the coming registration of those between twenty and sixty years of age:

Agassiz School, Houghton School, Peabody School, High and Latin School Lowell School, and Rindge Technical School.

The Superintendent recommended that permission be granted Draft d No. 47 to use the schools mentioned for the purpose set On motion by Committeeman rt it was voted that this com- cation from the Selective Service Board No. 47 be referred to the nittee on Buildings and Grounds.

Superintendent recommended Nelson H. Theriault be elected cher of welding at the Rindge ical School at a salary of $1850. ear effective January 5, 1942, recommendation to lay on the ndar" in accordance with the

was voted to lay on the table der presented by Committeeman rt that the Superintendent of ls, Assistant Superintendent of ls, the Headmasters of Rindge ical, High and Latin Schools and ssistant Headmasters of the e Technical School shall serve committee to study and recom- revision of the curriculum to war demands and anticipated ar opportunities for high school graduates. This report is to be made not later than the end of the present school year and if there should be specific recommendations to meet the present situation they shall be submitted as soon as formulated and prior to the submission of the complete report.

The Superintendent presented a communication from the Cambridge Community Federation advising that an urgent need for additional solicitors in the United War Fund has arisen and asking if it would be possible to obtain the services of about seventy-five teachers to act as solicitors. It was voted that the Superintendent contact the President of the Teacher's Club and take this matter up with them at their next meeting.

It was voted to adjourn.

EDWARD J. O'CONNELL,

Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

January 12, 1942.

REGULAR MEETING:

Members present: Committeemen Brooks, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Committeeman Robart and seconded by Mr. Brooks it was voted that the minutes of the meeting of January 6, 1942 be approved as printed.

On motion by Committeeman Brooks it was voted to make part of the records the following communication from the Board of Election Commissioners:

CITY OF CAMBRIDGE
Board of Election Commissioners

December 23, '94'.

Mr. Edward J. O'Connell,
Secretary of the School Committee,
Cambridge, Mass.
Dear Sir:

As a result of the balloting held on November 4, the following persons were elected to the School Committee for a term of two (2) years from the first Monday in January, 1942:

Wililam F. Brooks, 118 Larch Road.

James J. Cassidy, 35 Huron Avenue.

James F. Fitzgerald, 117 Spring St.,

Cora Butler Conant, 8 Ellsworth Avenue.

Ralph W. Robart, 197 Lexington Avenue.

Russell A. Wood 11 Whittier Street.

Very truly yours,

Board of Election Commissioners
Harry A. Penniman, Secretary.

On motion by Committeeman Robart it was voted to place on file a communication from the Building Department containing a notice from the Board of Appeal of a public hearing to be held on a petition to a change in zoning laws at 1716 Cambridge Street, Cambridge.

On motion by Committeeman Fitzgerald it was voted to refer to the Assistant Business Agent under the rules a request from the Independence Club of America that they be granted permission to use the Webster School Hall on payment of janitor's fees.

On motion by Committeeman Fitzgerald it was voted to make part of the records the following communication from the City Council relative to the extension of employment of Mr. Thomas Culhane:

CITY OF CAMBRIDGE
IN CITY COUNCIL

December 30, 1941.

WHEREAS:- At a meeting of the School Committee held on October 6, 1941, it was voted to request the Acting Mayor and City Council to approve the continued employment for one year of Thomas Culhane, a janitor in the School Department who is a beneficiary under the Cambridge Retirement System and who reaches the age of 70 on July 29, 1941, therefore be it

ORDERED:- By authority of the provisions of Section 18, Chapter 453, Acts of the year 1931, His Honor, the Mayor, and City Council hereby appove the employment of Thomas Culhane, a beneficiary under the Cambridge Retirement System for a period not exceeding one year in accordance with the provisions of Section 18, Chapter 453, Acts of the year 1931, provided that the annual rate of compensation paid together with the retirement allowance received shall not exceed the regular compensation of the said beneficiary at the time of retirement.

Adopted by the affirmative vote of 12 members.

Approved, January 2, 1942 -
Francis L. Sennott

President of the City Council Acting under authority of Chapter 505, Acts of 1941.

A true copy,

Attest:- Frederick H. Burke
City Clerk.

On motion by Committeeman Fitzgerald it was voted to make part of the records the following communication from His Honor, the Mayor, relative to the pensioning of Patrick Sullivan.

CITY OF CAMBRIDGE

December 23, 1941.

Edward J. O'Connell, Sec.
School Committee,
Cambridge, Mass.
Dear Sir:

I hereby notify the School Committee of Cambridge that I have approved the application for pension of Patrick Sullivan, Janitor at the Wellington School under the provisions of General Laws, Chapter 32, Section 57. This retirement will take effect on December 31, 1941.

Yours very truly,

Francis L. Sennott, Mayor.

On motion by Committeeman Fitzgerald it was voted to refer to the Superintendent with power a communication from the U. S. Office of Education entitled "What Teachers and pupils should do During an Air Raid".

The Superintendent recommended that Dr. William Brousseau, Chief of Medical Division, Civilian Defense, be granted permission to use the Rindge Auditorium on Wednesday, February 4, 1942 for a meeting of Doctors, Nurses and First Aid Workers. On motion by Committeeman Brooks it was voted that the Superintendent's recommendation be adopted.

The Superintendent recommended that the American Legion be granted permission to conduct their annual Oratorical Contest for the students at Rindge Technical School and High and Latin School. On motion by Committeeman Robart it was voted that the Superintendent's recommendation be adopted.

The Superintendent presented a request from the Boy Scouts of America, Cambridge Council that they be granted permission to circulate, to boys in the seventh and eighth grades in our schools, question blanks relating to their Boy-Fact survey for the purpose of recruiting members for their organization. It was voted on motion by Committeeman Wood that the Superintendent's recommendation be granted.

The Superintendent recommended that the Mass. Daughters of American Revolution be agin granted permission to conduct their annual Good Citizen Contest among the girls at the High and Latin School. On motion by Committeeman Brooks it was voted that the Superintendent's recommendation be adopted.

The Superintendent advised that the United States Office of Education and the Federal Security Agency, through the Massachusetts Dept. of Education have requested the extension of the use of the training facilities at the Rindge Technical School for one more day each week, with all expenses for the program to be borne by the U. S. Office of Education. This plan involves extending the National Defense Vocational Training Program to a six day training week. The Superintendent recommended that the permission requested be granted. On motion by Committeeman Fitzgerald it was voted to adopt the Superintendent's recommendation.

The Superintendent presented the resignation of Barbara M. Horgan, teacher in the Agassiz School, to be effective January 17, 1942. On motion by Committeeman Brooks it was voted to accept the resignation.

The Superintendent presented a communication from a teacher in the Art Department asking him to call to the attention of the School Committee the question of amending the rule applying to the automatic resignation of a woman teacher upon her marriage as at this time, when so many young men are suddenly being called and recalled to the armed services of the United States it seems an undue and unnecessary hardship that those who have planned matrimony should be required to postpone it indefinitely, and possibly permanently. Committeeman Fitzgerald offered a proposed amendment to the rules which lays on the Calendar in accordance with the rules of the School Committee, that "any female teacher in the Cambridge School System who marries a man in the armed forces of the United States shall, for the duration of the war, retain her position in the School Department if she so wishes."

The Superintendent presented a communication from Alice G. Coyle, a matron in the School Department who was suspended for refusing to obey an order of the School Committee transferring her from the Thorndike School to the High and Latin School Lunchroom, asking that she be granted the privilege of appearing before the School Committee for the purpose of presenting her reasons for refusing to comply with the order of the School Committee. On motion by Committeeman Robart it was voted that a hearing be granted Miss Coyle at the next regular meeting of the School Committee.

The Superintendent presented the following communication from Timothy F. Downey, headmaster of the High and Latin School:

HIGH AND LATIN SCHOOL

January 9, 1942.

Dear Mr. Fitzgerald:

May I again take the liberty of calling your attention to the fact that the vacancy caused by Mr. Cunnigham's transfer remains unfilled. Under date of December 11 I wrote you as follows: "I have canvassed the situation very carefully and can find absolutely no one who can fill the position as efficiently as Miss Ford. She is the only teacher of both faculties, Rindge and Cambridge High and Latin, who is thoroughly conversant with the needs in Spanish, French and Italian. Her knowledge of German would permit her to take over whatever instruction in that language is necessary when the time comes. In addition, she has been responsible for the training of most of the teachers now in her department. In the present emergency, it is absolutely necessary that the Headmaster be relieved of as much extra detail work as possible in order to be able to help in the promotion of Defense Measures which must inevitably arise. If the Modern Language Department is permitted to function without having Miss Ford as permanent head, my own work will be seriously handicapped."

I may add that since that time changing conditions in College Entrance Requirements, and the likelihood of very radical modification of our present curricula, make the need of this appointment more pressing than ever.

Sincerely,

TIMOTHY F. DOWNEY,
Headmaster.

Committeeman Wood in the chair.

Mayor Corcoran moved that the rules be suspended for the purpose of electing Margaret E. Ford, Headmaster's Assistant in Modern Languages at the High and Latin School. On the following roll-call Mayor Corcoran's motion to suspend the rules failed to receive the required five votes: Committeemen Brooks, Mrs. Conant, Robart and Mayor Corcoran voting yes; Committeemen Fitzgerald and Wood voting no; Committeeman Dr. Cassidy absent. Mayor Corcoran then asked the chair to rule if an examination were necessary to fill this position. The chair ruled that an examination is mandatory. On a parliamentary inquiry by Mayor Corcoran the chair ruled that the Superintendent may recommend a person to temporarily fill the position of Head-Master's Assistant in Modern Languages at the

High and Latin School. The Superintendent then recommended that Margaret E. Ford be appointed Acting Head Master's Assistant in Modern Languages at the High and Latin School with stipend. Mayor Corcoran moved that the Superintendent's recommendation be adopted. An amendment by Committeeman Fitzgerald, that an examination for the position of Head Master's Assistant in Modern Languages at the High and Latin School, shall be held on the last Saturday in February, 1942, failed of adoption. It was then voted on the following roll-call to adopt Mayor Corcoran's motion that "the Superintendent's recommendation that Margaret E. Ford be appointed Acting Head Master's Assistant in Modern Languages at the High and Latin School with stipend" be approved: Committeemen Brooks, Mrs. Conant, Robart, Wood and Mayor Corcoran voting yes; Committeeman Fitzgerald voting no; Committeeman Dr. Cassidy absent.

Mayor Corcoran in the chair.

The Superintendent recommended that the Cambridge Teachers' Club be granted permission to use the Auditorium at the Cambridge High and Latin School on Wednesday, April 8 for the purpose of presenting a pageant by members of the club and again on Friday, May 8, 1942 for a lecture by Charles J. Connick, Stained Glass Designer. On motion by Committeeman Robart it was voted that the Superintendent's recommendation be adopted and the permission requested be granted.

The Superintendent presented, a communication from David Shea, a teacher at the Rindge Technical school, requesting that his leave of absence be extended until February 1, 1942 with pay. The Superintendent recommended that the request be granted and it was voted on motion by Committeeman Brooks to approve the Superintendent's recommendation.

On motion by Committeeman Fitzgerald it was voted to lay on the table the Superintendent's recommendation, as presented at the meeting of January 5, 1942, that Nelson H. Thereault be elected teacher of Welding at the Rindge Technical School, at a salary of $1850.00 per year, effective January 5, 1942.

Committeeman Robart moved adoption of the order, submitted at the meeting of January 5, 1942 "that the Superintendent of Schools, Assistant Superintendent of Schools, the Headmasters of Rindge Technical and the High and Latin Schools, and the Assistant Headmasters of the Rindge Technical School and High and Latin School shall serve as a committee to study and recommend revision of the curriculum to meet war demands and anticipated postwar opportunities for high school graduates. This report is to be made not later than the end of the present school year and if there should be specific recommendations to meet the present situation they shall be submitted as soon as formulated and prior to the submission of the complete report. On motion by Committeeman Wood it was voted to adopt an amendment to this order by adding "that the Assistant Headmasters at the High and Latin school be included on the committee'. It was then voted to adopt the order as amended.

Committeewoman Mrs. Conant offered the following statement and motion:

"During the past week in order to inform myself on the subject of the teaching of bookbinding, I took time to consult with Mr. E. J. Barnard of the Boston Bookbinding Co., 10 Arrow Street, Cambridge. I chose this firm as I preferred to ask questions of some Cambridge citizen not connected in any way with the receipt of city money. Mr. Bernard has been president of the National Association of Book Manufacturers and is willing to be quoted. Until a few months ago the entire industry in the United States has been for ten years functioning at about 40 per cent of its capacity.

"Bookbinding involves many crafts: one might be a trimmer, a rounder, a banker, a folding machine operator, etc. In order to learn any of these crafts, one needs modern machinery. This would cost something like $50,000.00 second hand if we can get it, and would require from 15 to 20 thousand square feet of floor space.

"We would also need to settle the question as to what we are going to bind, where we will get the materials and who will print it. Our texts have previously been rebound until there is a shortage of even that material to be done.

"During the past week, I have also learned that the two teachers who were elected by the school committee on December 19, 1941 have been reporting every day at Rindge, and have been using their time to work out a course of study in Bookbinding since one does not exist for the Rindge School. The boys at Rindge already have full schedules. It is hard to see where anything like 75 to 80 pupils per teacher would come from, except from teachers whose classes would be correspondingly diminished.

"Since therefore, we have no machinery with which to teach bookbinding, no place to put the machinery if we could find the money and the machinery and since we have no pupils to teach, I move that the two teachers appointed for bookbinding on December 19, 1941 be dismissed, the wording of this motion to be corrected after consultation with the legal representative of the State Department of Education."

Committeeman Fitzgerald in the chair.

The chair ruled that the statement submitted by Mrs. Conant was merely a statement of her opinion and should be taken up when the committee acts on the communication received from the Secretary relative to persons appointed without approval of the Superintendent. The chair further ruled that the proper action for the purpose of carrying out the wording of Committeewoman Mrs. Conant's motion would be a motion to rescind the creation of the position or the appointment of the two teachers, for the reason set forth in the motion.

Mayor Corcoran in the chair.

Committeeman Robart submitted the following propsed amendment to Chap. V. Sec. 6 of the rules, which lays on the 'Calendar' in accordance with the rules: "In the performance of this duty he shall in no way be influenced directly or indirectly by members of the School Committee."

Committeeman Robart presented the following propsed amendment to Chap. II., Sec. 6. of the Rules, which lays on the "Calendar" in accordance with the rules: "All members of the personnel of the School Department must consult the Superintendent of Schools or Assistant Superintendent of Schools in all matters pertaining to the School Department before confering with the members of the School Committee. Failure to comply with this rule will be cause for suspension".

Committeeman Robart presented the following proposed amendment to the rules which lays on the "Calendar" in accordance with the rules: "That the Superintendent be allowed to nominate a person to fill the vacancy of Head Master's Assistant at the High and Latin School without examination, provided such nomination has the endorsement of the Head Master."

Committeewoman Mrs. Conant presented the following proposed amendment to the rules which lays on the "Calendar" in accordance with the rules: "That Section 707 of the old rules, be substituted for Sec. 15, Chap. IV of the present rules, so that the section will read, 'Nominations.' The Superintendent shall make all nominations of teachers to the School Committee in Writing, presenting at the same time the qualifications and recommendations of the person nominated' ".

Committeeman Fitzgerald presented a motion that the appointment of Margaret E. Ford to the position of temporary Headmaster's Assistant in Modern Languages be rescinded. This motion lays on the "Calendar" in accordance with the rules.

Committeeman Wood presented the following proposed amendment to the rules which lays on the "Calendar" in accordance with the rules: "The Superintendent shall submit, in executive session, names which he proposes to nominate for positions in the school system".

Committeeman Fitzgerald informed the committee that the latter part of December, 1941 the committee had voted to requisition Civil Service for a list of persons eligible for the position of janitor in our school department and a list of three persons has now been received. It was unaimously agreed that the matter of appointing janitors be laid on the table until the next meeting.

It was voted to convene into executive session.

Conforming to an order of the School Committee adopted at the meeting of January 5, 1941, the Secretary submitted the following communication:

January 12, 1941.

To the Honorable,
The School Committee,
Cambridge, Mass.
Gentlemen:

Conforming to an order of the School Committee adopted at the meeting of January 5, 1942, I submit herewith a list of appointments, promotions and transfers adopted by the School Committee since July 30, 1941.

The promotions, appointments and transfers appearing on this list were not recommended by the Superintendent of Schools. However, I cannot determine from the language of the Rules of the School Committee whether or not they were in violation of the rules.

I feel that the question of violation of the rules of the School Committee is a matter for the School Committee itself to determine.

Very truly yours,

EDWARD J. O'CONNELL,

Secretary

It was unanimously agreed to lay this matter on the table until the next meeting of the School Committee in executive session.

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL,

Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, January 19, 1942.

REGULAR MEETING:

Members present: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Committeeman Brooks it was voted that the minutes of the Meeting of January 5, 1942, be approved as printed.

It was voted that the Committee for the Infantile Paralysis Drive be granted permission to show a moving picture to the pupils at the Rindge Technical and the High and Latin School.

It was voted to place on file a communication from Mary S. Atkins, relative to the proposed amendment allowing teachers married to men in the armed service to teach for the duration of the war.

It was voted on motion by Committeeman Fitzgerald to refer to the budget a communication from the Cambridge Grammar School Men's Teachers' Club, seeking an adjustment of salary for men grammar school teachers.

A communication was received from James J. Barry, advising that his physician has declared him physically incapacitated for further work and asking the School Committee to pension him in accordance with Section 44, Chapter 32, of the General Laws. Mr Barry further stated that he has completed twenty-five years of service with the City of Cambridge. On motion by Committeeman Fitzgerald it was voted that James J. Barry, having reached his seventy-third birthday and having completed twenty-five years of service with the City of Cambridge, be retired on pension in accordance with Section 44, Chapter 32 of the General Laws.

The Superintendent recommended that Marian E. Rancatore be transferred from teacher at the Ellis School to teacher at the Agassiz School, effective January 19. It was voted that this recommendation be laid on the table until later in the meeting.

The Superintendent presented the following communication:

IN SCHOOL COMMITTEE
January 19, 1942.

The National Defense Vocational Training Program sponsored by the Massachusetts Department of Education requests that the following proposal to train high school seniors in Machine Shop Practice be accepted by the School Committee.

Forty-five (45) properly qualified high school seniors in good standing shall be released from part of their school work to undertake training in Machine Shop practice and related work beginning on February 2, 1942 and extending for twelve and one-half weeks to April 30, 1942.

This group will receive four hours instruction each school day (from 2:00 p.m. to 6 p.m.) and eight hours on Saturday (8:00 a.m. to 4:00 p.m.) at the expense of the Defense Training Program. They should receive two additional periods of instruction in related work each school day to be furnished at the expense of the school department, from 12:30 to 2:00 p.m.

This group should be excused from their regular programs in the high schools on February 1 in order to take up the course.

The National Defense Vocational Training Program will award a certificate of competence to all students who successfully complete the course.

The School Committee is requested to grant the regular high school diploma in June 1942, to all boys who complete the course and accept employment in Defense industries on completion of the course.

M. E. FITZGERALD,

Superintendent of Schools.

The Superintendent recommended that the plans as outlined in the above communication be adopted.

Vice-Chairman Dr. Cassidy in the chair.

On motion by Mayor Corcoran it was voted that the Superintendent's recommendation and communication be laid on the table until the next meeting.

Mayor Corcoran in the chair.

It was unanimously agreed to refer back to the Superintendent's recommendation relative to the transfer of Marion E. Rancatore. On motion by Committeeman Fitzgerald it was voted to adopt the Superintendent's recommendation that Marian E. Rancatore be transferred from teacher at the Ellis School to teacher at the Agassiz School, effective January 14, 1942.

The Superintendent advised that John F. Burke, teacher at the Houghton School, who is a member of the State Guard, was called for active service which necessitated his absence for two days and the Business Agent requests information as to whether or not he should be paid for these two days.

Vice-Chairman Dr. Cassidy in the chair.

On motion by Mayor Corcoran it was voted that the City Solicitor be asked to render an opinion as to whether any member of the School Department who is called into active service with the State Guard can be paid any part of his salary for the time he was absent for such service.

Mayor Corcoran in the chair.

The Superintendent presented a communication from the State Department of Education which incorporated a request from His Excellency, the Governor requesting that proper steps be taken to have all school teachers in the Commonwealth available on February 15 and 16 to assist local Selective Service Boards in the registration of citizens for selective service. The Governor's request also suggested that in order to do this the schools would undoubtedly have to be closed on February 16. The Superintendent recommended that, for the purpose of conforming to the request of His Excellency, the Governor, that all Cambridge Public Schools be closed on February 16 and that our teaching personnel be asked to volunteer their services on February 15, and February 16 to assist the local Selective Service Boards in the registration of citizens for selective service. On motion by Committeeman Fitzgerald it was voted that the Superintendent's recommendation be approved.

The Superintendent advised that at the meeting of January 5, 1942 a communication from Draft Board No. 47 asking permission to use certain schools on February 16 for use in the coming regisration of citizens for selective service, was referred to the committee on Buildings and Grounds. However, since this sub-committee has not yet been appointed no action has been taken. On motion by Committeeman Robart it was voted that the Superintendent be given authority to conform with the requests of the various draft boards for use of schools in their respective districts for use in the coming registration of citizens for selective service.

The Superintendent recommended that the following Text Books be approved for use in the Cambridge Public Schools, this recommendation to lay on the table in accordance with the rules:

PUBLISHED BY MACMILLAN CO.
- Exeperiences in Reading and Thinking, by Center and Persons.
- Practices in Reading and Thinking, by Center and Persons.
- Problems in Reading and Thinking, by Center and Persons.

PUBLISHED BY GINN AND CO.
- Directed Speech, by Leon Whitney.

PUBLISHED BY THE EXPRESSION COMPANY

The Voice: How to Use It, by Barrows and Pierce.

The Superintendent advised that he has been requested by John B. Atkinson, City Manager, to supply the official status of the Harvard School with reference to ownership, upkeep, etc.

Vice-Chairman Dr. Cassidy in the chair.

On motion by Mayor Corocran it was voted that Mr. Church and Mr. William Fitzgerald be delegated a committee of two to confer with the City Manager and to bring in a report at the next meeting with reference to the Harvard School.

Mayor Corcoran in the chair.

Committeeman ,Fitzgerald moved adoption of the following proposed amendment to the rules, as submitted by him at the meeting of January 12: "Any female teacher in the Cambridge School System who marries a man in the armed forces of the United States shall for the duration of the war, retain her position in the School Department if she so wishes". A motion by Committeeman Robart and seconded by Committeeman Brooks that this proposed amendment be referred to executive session, failed of adoption. It was then voted on motion by Committeeman Brooks that the proposed amendment lay on the table.

Committeeman Robart moved adoption of the following proposed amendment to Chapter V, Section 6 of the rules, as submitted by him at the meeting of January 12, by adding: "In the performance of this duty he shall in no way be influenced directly or indirectly by members of the School Committee". A motion by Vice-Chairman Dr. Cassidy for the previous question prevailed and it was then voted NOT to adopt the proposed amendment to Chap. V, Sec. 6. by adding "In the performance of this duty he shall in no way be influenced directly or indirectly by members of the School Committee".

Committeewoman Mrs. Conant moved adoption of the proposed amendment to the rules as submitted by her at the meeting of January 12, 1942, that Section 707 of the old rules be substituted for Sec. 15, Chap. IV. of the present rules, so that the section will read "Nominations. The Superintendent shall make all nominations of teachers to the School Committee in writing, presenting at the same time the qualifications and recommendations of the person nominated." It was voted NOT to adopt a motion by Committeeman Brooks that the proposed amendment to the rules be amended by striking out Sec. 15 so that it would read "The Superintendent shall make all nominations of Teachers to the School Committee in accordance with Sec. 15. Chap. IV. presenting in writing at the same time qualifications of the person nominated". It was then voted to adopt Committeewoman Mrs. Conant's motion that the rules be amended by substituting Sec. 707 of the old rules for Sec. 15, Chap. IV of the present rules, so that the section will read - "Nominations. The Superintendent shall make all nominations of teachers to the School Committee in writing, presenting at the same time the qualifications and recommendations of the person nominated."

Committeeman Robart moved adoption of the following proposed amendment to Chap. 11, Sec. 6 of the rules, as presented by him at the meeting of January 12, 1942: "All members of the personnel of the School Department must consult the Superintendent of Schools or Assistant Superintendent of Schools in all matters pertaining to the School Department before conferring with members of the School Committee. Failure to comply with this rule will be cause for suspension". It was voted to adopt this proposed amendment to the rules.

Committeeman Robart moved adoption of the following proposed amendment to the rules, as presented by him at meeting of January 12, 1942: "That the Superintendent be allowed to nominate a person to fill the vacancy of Headmaster's Assistant at the High and Latin School without examination, provided such nomination has the endorsement of the Head Master. It was voted to adopt this proposed amendment to the rules.

Committeeman Fitzgerald moved adoption of the motion presented by him at the meeting of January 12, that the appointment of Margaret E. Ford to the position of temporary headmaster's assistant in Modern Languages be rescinded. On the following roll-call this motion failed of adoption: Committeeman Fitzgerald, voting yes; Committeemen Brooks, Mrs. Conant, Robart and Mayor Corcoran voting no; Committeeman Dr. Cassidy absent.

On motion by Vice-Chairman Dr. Cassidy it was voted to lay on the table the proposed amendment to the rules, as submitted by Committeeman Wood at the meeting of January 12, that "The Superintendent shall submit, in executive session, names which he proposes to nominate for positions in the school system".

On motion by Committeeman Robart it was voted to refer back to reports from the Superintendent. Committeeman Robart then asked the Superintendent if he has a recommendation to fill the position of Headmaster's Assistant in Modern Languages at the High and Latin School The Superintendent stated that he would first confer with the Headmaster and bring in his recommendation later.

On motion by Vice-Chairman Dr. Cassidy it was voted that "Tabled Matters" be referred to executive session.

It was voted to convene into executive session.

Miss Alice Coyle, matron, who was suspended for refusing to obey an order of the School Committee transferring her to the High and Latin School Lunchroom, appeared before the committee. At the conclusion of the hearing it was voted that subject to the approval of the Division of Civil Service, Miss Coyle be reinstated as matron in the School Department on the provision that she is to accept the transfer to the High and Latin School Lunchroom.

It was voted to take from the table the Superintendent's recommendation as submitted at the meeting of January 5 that Nelson H. Thereault be elected a teacher of welding at the Rindge Technical School at a salary of $1850.00 per year, effective January 5, 1942. A motion was offered that the Superintendent's recommendation be adopted. After considerable debate it was voted that action on this recommendation be postponed and the three candidates for the position be invited to meet with the committee at its next meeting in executive session

It was voted that for the purpose of clarifying the school committee records the School Committee request the Director of Civil Service to advise as to the exact status of Cornelius P. McCormack, now employed as a janitor for the National Defense Courses.

Committeeman Fitzgerald advised that in accordance with a request of the School Committee the Department of Civil Service has submitted a list of persons eligible for the position of janitor in the School Department It was then voted on the following roll-call that the first two named, Jeremiah P. Reagan, and William H. Lackie, be employed as permanent janitors in the School Department at $30.00 per week: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald and Mayor Corcoran voting yes; Committeeman Wood absent.

It was voted to refer to the City Solicitor the report submitted by the secretary in conformity with the motion -

"The Secretary be directed to report in executive session such appointments, promotions and other acts of the School Committee which in his opinion were not in compliance with

the new rules of the School Committee since their adoption in July, 1941 and he shall note the violation, if any".
and the City Solicitor be requested to render an opinion as to the legality of said appointments, promotions and transfers as listed in the secretary's report.

A motion that the services of the two bookbinding teachers be terminated and their names returned to the permanent eligible list, failed of adoption.

Vice-Chairman Cassidy in the chair.
It was voted that Joseph Flynn, a teacher at the Agassiz School, be granted a leave of absence with pay for the month of January, 1942.

Committeeman Robart offered the following motion: "For the duration of the war utilization of school buildings shall be restricted to school activities and organizations directly connected with the Civilian Defense such as the Committee on Public Safety and the American Red Cross. Custodians and janitors shall be compensated evenings at the rate provided for in the rules of the School Committee. It was voted that this motion be laid on the table until the next meeting and that Committeeman Robart submit a full report as to the number of janitors involved and further that Committeeman Robart confer with the City Solicitor to determine whether or not it is legal for the School Department to pay them for this work.

It was voted to convene into regular session.

It was voted that the votes passed in executive session be ratified.

On motion by Committeeman Brooks it was voted that Civil Service be requisitioned for a list of persons eligible to fill two positions of janitor in the School Department at $30.00 each per week.

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL,
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, February 2, 1942.

REGULAR MEETING:

Members present: Committeemen Brooks, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran.

In the temporary absence of the Chairman and Vice-Chairman it was unanimously agreed that Committeeman Fitzgerald act as chairman.

A communication was presented from Committeeman Wood giving notice of his intention to move reconsideration of the amendment to Chapter II, Section 6 of the rules, as adopted at the meeting of January 19, 1942 which reads as fololws: "All members of the personnel of the School Department must consult the Superintendent of Schools or Assistant Superintendent of Schools in all matters pertaining to the School Department before conferring with members of the School Committee. Failure to comply with this rule will be cause for suspension". Committeeman Wood then moved reconsideration of the vote adoptiing this amendment to the rules. Committeeman Robart raised the point of order that the rules state that only those who are shown to have voted with the prevailing side have a right to move reconsideration and the member who has offered the motion for reconsideration was not present at the meeting of Jan. 19, 1942. The chair ruled that the point of order was well taken and that a member must be present and voting with the prevailing side in order to move reconsideration. Committeeman Wood appealed from the ruling of the chair. On the following roll-call the ruling of the chair was sustained: Committeemen Brooks, Robart, Fitzgerald voting yes; Committeemen Mrs. Conant and Wood voting no; Mayor Corcoran and Committeeman Dr. Cassidy absent.

On motion by Committeeman Robart it was voted that the minutes of the meeting of January 19, 1942 be approved as printed.

A communication was received from Wetmore & Company, advising that they salvage a considerable number of wooden boxes and packing cases which are used in defense work and asking permission to utilize the Taylor School for storing these light but bulky articles as they do not have storage space for them at their place of business. On motion by Committeeman Robart it was voted that this request be referred to Mr. William Fitzgerald for report.

Mayor Corcoran in the chair.

A communication was received from the League of Women Voters urging that one or more women be added to the committee which is to study the curriculum of the high schools with reference to the war and the needs of special training in certain fields. Committeewoman Mrs. Conant moved that the committee which is to study and recommend revision of the curriculum to meet war demands, have added to it the following women: Miss Mabel Harrington, Head of the Department of Home Economics, Miss Mary Drinan, in charge of the Lunchroom and Miss Alice Ward, teacher of Biology. Committeewoman Mrs. Conant stated she nominated these women because educational journals seem to state that most of the curriculum changes involving girls will naturally fall into the departments of Home Economics, Science and Physical Education, and the Teachers' College Record for October 1st on Page 14 also calls attention to the fact that any health education program should include the cafeteria manager. Miss Ward has had scientific training as well as professional training in Physical Education. The chair ruled that this motion be referred to New Business.

On motion by Committeeman Robart it was voted to refer to the Committee on Athletics, when appointed, a communication from William P. Elbery applying for the position of Faculty Manager at the High and Latin School.

On motion by Committeeman Wood it was voted to refer to the Committee on Buildings and Grounds, when appointed a communication from John Mooney, janitor at the Peabody School asking that he be retired from active service and placed on pension.

On motion by Committeeman Robart it was voted to acknowledge and place on file a communication from the Warren Italian-American Citizen's Club relative to opening the pre-nursery classes.

The following communication was presented from Mrs. Merle S. True, of the Christian Homemaker's Association:

47 Henry Street.
Cambridge, Mass.

Mr. John H. Corcoran,
Chairman, School Committee,
1700 Cambridge Street,
Cambridge, Mass.

Dear Sir:

There is an organization in the Central Square District, called the Christian Homemaker's Association, composed of women of the Christ Baptist Church, St. Peter's Episcopal Church, Prospect Congregational Church and Pilgrim Congregational Church.

At their January meeting they had as a speaker Miss Catherine Hayes, Nutritionist from the Mass. Dept. of Public Health, Division of Child Hygiene. She asked the group if they know what was being served to their children in the School Lunchrooms and if it would come up to the standards we set for ourselves in our own homes. As a result of this talk a committee of four women was appointed to look into the Lunchroom situation in our Cambridge High Schools and we ask for permission to visit these lunchrooms at some convenient time.

Trusting that this request may be granted, I am,

Very truly yours,
Mrs. Merle S. True.

Committeewoman Mrs. Conant moved that this organization be granted permission to visit the lunchroom. After considerable debate a motion for the previous question prevailed and it was voted on the following roll-call NOT to adopt Committeewoman Conant's motion that the Christian Homemaker's Association be granted permission to visit the lunchrooms: Committeemen Wood and Mrs. Conant voting yes; Committeemen Brooks, Fitzgerald Robart and Mayor Corcoran voting no; Committeeman Dr. Cassidy absent.

It was then voted on motion by Committeeman Robart that the communication from Mrs. True of the Christian Homemakers Association be referred to the Superintendent with power.

It was voted to place on file a communication from the City Council relative to the retirement of Miss Esther D. Paul.

The Superintendent advised that the Red Cross has requested that Jerome S. Higgins, a teacher at the Cambridge High and Latin School, be granted two months leave of absence, without stipend, for the purpose of conducting classes in First Aid and related courses in American Red Cross Work They further advised that the Red Cross would pay Mr. Higgins $250.00 per month for two months, this sum to cover his salary as a teacher. The Superintendent recommended that permission be granted.

Committeeman Fitzgerald in the chair.

On motion by Mayor Corcoran it was voted that this request of the Red Cross be laid on the table.

Mayor Corcoran in the chair.

The Superintendent recommended

that Alice V. McIntire be granted a leave of absence, without stipend, from February 1, 1942 to March 1, 1942. On motion by Committeeman Fitzgerald it was voted to adopt the Superintendent's recommendation.

The Superintendent recommended that the following text books be approved for use in the public schools, this recommendation to lay on the "Calendar", in accordance with the rules:

PUBLISHED BY WORLD BOOK COMPANY:

Elements of Aeronautics, by Pope and Otis

The Superintendent recommended that for defense purposes the Cambridge Chapter of the Lowell Teacher's College Alumni be granted permission to use a room in the Rindge Technical School on Tuesday and Thursday evenings from 7:30 to 9:00 p.m. On motion by Committeeman Robart it was voted to adopt the Superintendent's recommendation.

The Superintendent reported that the pupils of the Cambridge Public Schools have purchased Defense Savings Stamps during the month of January in the amount of $8,087.85.

The Superintendent recommended that the Cambridge Chapter, American Red Cross, be granted permission to place containers in the schools for the purpose of collecting such books as may be donated for the men of the armed forces. On motion by Committeeman Fitzgerald it was voted that the Superintendent's recommendation be adopted.

The Superintendent recommended that Margaret E. Ford be appointed Head Master's Assistant in Modern Languages in the High and Latin School at a salary of $2614.00 per year, effective February 2, 1942, because she has been a teacher for 36 years and is an outstanding Modern Language teacher, and because, during the past twenty years, while a teacher at the High and Latin school, she has proven her worth not only as a teacher but as an administrator. This recommendation lays on the "Calendar" in accordance with the rules.

It was voted to refer to the budget a communication from Mary L. Guyton, State Supervisor of Adult Civic Education, relative to the National Citizenship Education Program.

It was voted on motion by Committeeman Fitzgerald to make part of the records the following communication from the City Solicitor relative to paying members of the School Department, who are called into active service with the State Guard, any or all of their salary:

CITY OF CAMBRIDGE
LAW DEPARTMENT

To the Honorable, the
Members of the School Committee,
City of Cambridge,
Dear Sir:

I am in receiptof a request under date of January 26, 1942 from Edward J. O'Connell, Secretary of the School Committee for an opinion as to whether any member of the School Department who is called into active service with the State Guard can be paid any or all of his salary for the time he is absent for such service.

I will have a copy shortly of legislation passed at the special session of the legislature which has just ended and if there is any change in the statue to cover this situation, I will be pleased to advise you.

It would seem to be a desirable thing to permit some action for the benefit of the employee who has to perform active service but it will need legislation to carry it out.

Yours very truly,

JOHN A. DALY,

On motion by Committeeman Robart it was voted to make part of the records the following communication from the City Solicitor relative to the validity of certain promotions, appointments and transfers made since July, 1941:

CITY OF CAMBRIDGE
LAW DEPARTMENT

January 26, 1942.

Mr. Edward O'Connell
Secretary of the School Committee
Dear Sir:

I am in receipt of your letter of recent date enclosing copy of your communication dated January 12, 1942, to the School Committee, together with a list of appointments, promotions and transfers adopted by the School Committee since July 30, 1941.

It is my understanding that none of the appointments were recommended or nominated by the Superintendent of Schools. By the Rules of the School Committee which were in effect on July 30, 1941, and since that date, it is provided in Chapter 4, Sec. 15:

"NOMINATIONS. The Superintendent shall make all nominations to the Committee on Personnel, and shall do so in time to allow sufficient opportunity for the Committee on Personnel to consider nominees for the position for the purpose of determining their fitness, prior to the presentation of their names to the School Committee in regular session".

It is further provided by Chapter 5, Section 6:

"NOMINATION OF TEACHERS. He shall make all nominations of teachers to the Committee on Personnel in accordance with Section 15 of Chapter 4, presenting in writing at the same time qualifications of the person nominated."

In my opinion, the effect of these rules is to require that before nominations for positions of teachers can be considered, such nominations must be made by the Superintendent to the Committee on Personnel, which in turn shall consider the nominations prior to the presentation of these names to the School Comimttee in regular session.

The School Committee has the right to establish reasonable rules for the governing and maintenance of the schools.

In my opinion, the above rules are reasonable and are within the power of the School Committee to adopt. Therefore, appointments made without the Superintendent of Schools having first made a nomination are in violation of the Rules of the School Committee itself and are invalid.

I do not consider it necessary at this time to submit an opinion as to whether or not, in the absence of any Rules governing the situation adopted by the School Committee, the recommendation of the Superintendent is a prerequisite to passing on appointments to fill positions in the teaching force, under the provisions of G. L., C. 51, S. 59.

Certain of the cases referred to involve the creation of new positions, as follows:

Director of Vocational Guidance at the High and Latin School

Director of Vocational Guidance at the Rindge Technical School

Teaching of Bookbinding at the Rindge Technical School

May I call attention to the provisions of Acts of 1941, C. 505, entitled:

"An Act relative to the Office of Mayor of the City of Cambridge and the Administration of the affairs of said city."

Among the conditions which the Legislature saw fit to impose upon the Persident of the City Council possessing the rights and powers of the Mayor was the following:

"H. During the period covered by this act, no additional appointments and no promotion or increase in salary except regular step-rate increases shall be made in any appointive office, position or employment in the service of said city."

I am of the opinion that the provisions of this Act forbade the creating of new positions during the term of this Act, which term was from July 23, 1941, to January 5, 1942.

I am further of the opinion that the prohibition against any additional appointments applies to all departments of the city government without exception, including the schools.

With respect to the action of the Committee in extending certain leaves of absences to teachers, namely, Miss Marietta McNamara and Mr. David Shea, I am of the opinion that this action is valid and legal.

I do not find it necessary to render an opinion at the present time as to whether or not the appointments of Messrs. Landrigan and Hurley, referred to in the letter submitted to me, are illegal under the provisions of Acts of 1941, C. 505, as it is my understanding that these appointments also were made without the nomination or recommendation of the Superintendent.

Yours very truly,
JOHN A. DALY, City Solicitor

The Superintendent recommended that Timothy F. Downey be appointed Headmaster of the High and Latin School at a salary of $4700.00 per year, effective January 5, 1942 because of his efficient service as a teacher and Assistant Head Master for twenty-nine years and because, since September 1, 1941, he has carried on the duties of Head Master of the High ad Latin School and has shown that he possesses excellent administrative ability. On the following roll-call it was voted on motion by Committeeman Fitzgerald to suspend the rules for the purpose of acting on this recommendation: Committeemen Brooks, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran voting yes; Committeeman Dr. Cassidy absent. It was then voted on motion by Committeeman Fitzgerald to adopt the Superintendent's recommendation that Timothy F. Downey be appointed Head Master of the High and Latin School at a salary of $4700.00 per year, effective January 5, 1942: A motion by Committeeman Fitzgerald to reconsider this vote (hoping same would not prevail) failed of adoption.

On motion by Committeeman Fitzgerald it was voted to place on file a report submitted by Mr. Church and Mr. Wm. Fitzgerald relative to use of the Harvard School Building.

On motion by Committeeman Robart it was voted to take from the table the motion "that for the duration of the war, utilization of school buildings shall be restricted to school activities and organizations directly connected with the Civilian Defense such as the Committee on Public Safety and the American Red Cross.

Committeeman Fitzgerald in the chair.

Committeeman Robart moved adoption of the above motion. Unanimous consent was granted to withdraw the motion and Committeeman Robart moved that for the duration of the war utilization of the school buildings shall be restricted to school activities and such organizations as the School Committee specifically permit. After considerable debate Committeeman Robart was given unanimous consent to withdraw his motion and it was voted on motion by Mayor Corcoran that the secretary be instructed to communicate with the Department of Public Safety for the purpose of determing what policy, if any, has been adopted by them relative to precautions to be taken to protect school buildings, and whether the buildings should be utilized for public observances, etc.

Mayor Corcoran in the chair.

On motion by Committeeman Fitzgerald it was voted to take from the table the following communication from the Superintendent:

IN SCHOOL COMMITTEE

January 19, 1942.

The National Defense Vocational Training Program sponsored by the Massachusetts Department of Education requests that the following proposal to train high school seniors in Machine Shop Practice be accepted by the School Committee.

Forty-five (45) properly qualified high school seniors in good standing shall be released from part of their school work to undertake training in Machine Shop Practice and related work beginning on February 2, 1942 and extending for twelve and one-half (12½) weeks to April 30, 1942.

This group will receive four hours instruction each school day (from 2:00 p.m. to 6:00 p.m.) and eight hours on Saturday (8:00 a.m. to 4:00 p.m.) at the expense of the National Defense Training Program. They should receive two additional periods of instruction in related work each school day to be furnished at the expense of the School Department, from 12:30 to 2:00 p.m.

This group should be excused from their regular programs in the high schools on February 1 in order to take up the course.

The National Defense Vocational Training Program will award a certificate of competence to all students who successfully complete the course.

The School Committee is requested to grant the regular high school diplomas in June 1942, to all boys who complete the course and accept employment in Defense industries on completion of the courses.

M. E. Fitzgerald,
Superintendent of Schools.

The Superintendent recommended that the plan outlined in the above communication be approved and adopted. On motion by Committeeman Brooks it was voted to adopt the Superintendent's recommendation.

On motion by Committeeman Fitzgerald it was voted that the Text Books recommended for adoption by the Superintendent, at the meeting of Jan. 19, 1942 be approved and adopted.

Committeewoman Mrs. Conant presented a proposed amendment to Chapter 8, Section 3, as appearing on Page 34 of the Rules of the School Committee so as to conform to the minimum standards for the appointment of teachers in the Commonwealth of Massachusetts as recommended by the State Dept. of Education, as follows: "Home Economics: The candidate must present a Bachelor's Degree from the Houeshold Arts Department of a four year college with 12 semester hours in Education, including Home Economics Education and practise teaching. The candidate shall have at least one year of successful Home Economics teaching experience." This proposed amendment lays on the "Calendar" in accordance with the rules.

Committeewoman Mrs. Conant stated that she has been given to understand that Congress has twice appropriated $150,000,000., and also $500,000,000., to provide community facilities for defense projects, including school opportunities for the children of defense workers. Committeewomaan Mrs. Conant then moved that the Superintendent, without delay, communicate with Dr. Fred F. Beach, 120 Boylston Street, Boston, who is the local administrator of the Lanham Act and secure for Cambridge an adequate allowance for the cost of educating the children of defense workers if these are to be housed in the new housing unit.

Committeeman Fitzgerald in the chair.

On motion by Mayor Corcoran it was voted that before action is taken on Committeewoman Mrs. Conant's motion that the City Solicitor be asked to give an opinion as to whether or not the School Committee has the right to request funds under the Lanham Act for the instruction and education of children residing in the Washington Elms Apartments when as and if, the project is turned over to house defense workers.

Mayor Corcoran in the chair.

On motion by Committeewoman Mrs. Conant, seconded by Committeeman Brooks it was voted that the Superintendent be requested to draw up and submit to the School Committee as soon as possible a statement as to the aims and administrative responsibilities of a department of Vocational Guidance and a statement of the professional anl other qualifications of the director.

Committeewoman Mrs. Conant moved that the committee which is to study and recommend revision of the curriculum to meet war demands have added to it the following women Miss Mabel Harrington, head of the Dept. of Home Economics; Miss Mary Drinan, in charge of the lunchroom, and Miss Alice Ward, teacher of Biology. After considerable debate Committeewoman Mrs. Conant was given unanimous consent to withdraw her motion and it was then voted to adopt a motion by Committeewoman Mrs. Conant that the committee which is to study and recommend revision of the curriculum to meet war demands consult the following departments: Home Economics; Managers of Lunchrooms; Teachers of Biology.

Committeeman Brooks requested the Superintendent to report on the advisability of granting high school diplomas to boys who enter the armed services of the United States when they possess sufficient credits to be members in good standing of the senior classes in either high school.

It was voted on motion by Committeeman Wood that the Superintendent of Schools be requested to investigate and recommend as to the advisability of establishing in the Rindge Technical School a course in the art and manufacture of plastics, an industry which pormises to be one of the great fields of occupation in the future, and to report his findings as soon as possible. He may appoint a committee of masters, directors or teachers to aid him in his inquiry if he so desires. A thorough study and report shall be made of the subjects.

On motion by Committeewoman Mrs. Conant it was voted that the secretary study and report as to the best method of printing the records of the proceedings of the School Committee.

It was voted to refer to executive session the Superintendent's recommendation relative to the appointment of a welding teacher at the Rindge Technical School.

Committeeman Fitzgerald in the chair.

On motion by Mayor Corcoran it was voted on the following roll-call that the chairman appoint a committee of three to investigate and report on what control, if any, the City Auditor has over the personnel of the School department: Committeeman Brooks, Fitzgerald, Robart and Mayor Corcoran voting yes; Committeeman Wood voting no; Committeewoman Mrs. Conant not voting; Committeeman Dr. Cassidy absent.

Mayor Corcoran in the chair.

It was voted to convene into executive session.

Complying with the invitation of the School Committee the three candidates for the position of Welding Teacher at the Rindge Technical School, namely Nelson H. Thereault, Louis Ferrari, and Dennis F. Kane, appeared before the committee and were interrogated as to their qualifications, teaching experience and training.

It was voted that any member of the personnel effected by the City Solicitor's ruling shall be apprised thereof and that accordingly, by vote of the School Committee, they shall be so informed that the positions effected are terminated forthwith and they shall be returned to their former status.

The Superintendent recommended that Maude E. Delorme, a teacher at the Webster School, be granted an indefinite leave of absence without stipend, from February 2, 1942, because of illness.

The Superintendent recommended that William P. Berkeley be appointed Principal of the Evening High School at a salary of $7.00 per evening, effective January 5, 1942; that William J. Kelleher be appointed as principal of Evening Industrial school at a salary of $7.00 per evening, effective January 5, 1942; that John F. J. Kelleher be appointed principal of Evening Elementary Schools at a salary of $.00 per evening, effective January 5, 1942. It was voted to adopt the Superintendent's recommendation.

It was voted that all members of the School Department personnel whose appointments, promotions or transfers were declared invalid by the City Solicitor under date of January 26, 1942, be paid from January 5, 1942 until February 2, 1942, and that this motion be referred to the City Solicitor with the request that he give an opinion as to its legality.

The Superintendent recommended that the following reorganization of the clerical staff in the business office be carried out:

IN SCHOOL COMMITTEE

February 2, 1942.

According to Section 10, Chapter XIX of the Rules of the School Committee, it is the duty of the clerk in the Certificate Office to take charge of educational certificates and newspaper licenses and to relieve the telephone operator at such times as the Superintendent may direct.

The present clerk in the Certificating Office has not complied with the latter part of the foregoing rules because she has informed me at various times that she was not physically able to relieve the telephone operator.

In order to carry out the rule of the School Committee and for the good of the service, I request the School Committee to approve the transfer of Grace M. Culhan from clerk in the Certificating Office to clerk in the Business Agent's Office and the transfer of Catherine J. Donovan from Clerk in the Business Agent's Office to clerk in the Certificating Office, effective at once.

M. E. FITZGERALD,
Superintendent of Schools.

It was voted that the Superintendent's recommendation relative to the above re-organization be adopted and approved.

The Superintendent recommended the following re-organization of supervisors of attendance:

IN SCHOOL COMMITTEE

February 2, 1942

In the interests of efficiency and for the good of the service I request the School Committee to approve a re-organization of the districts of the Supervisors of Attendance as outlined hereafter.

At the present time there are six supervisors of attendance. One supervisor spends full time at the High and Latin School, one supervisor spends full time between Rindge Technical School and the Haggerty-Russell districts and each of the four remaining supervisors spends full time in an elementary school district.

By dividing the city into six smaller elementary school districts and requiring the supervisor of attendance in each district to supervise the attendance of the pupils of the high and vocational schools who live in his district, greater efficiency will be attained.

Under the present set-up, if a family has a child attending an elementary school, a second child attending the High and Latin school and a third child attending the Rindge Technical, the home is visited by three supervisors of attendance if the three children are absent from school for a few days because if illness. Under attendance will report on the absences of the three children.

Under the present set-up, the supervisor of attendance at the High and Latin School does not become acquainted with the pupils under his supervision until they enter the High and Latin School. Under the new set-up, each supervisor of attendance will be acquainted with the children in his district from the time they enter the primary schools to the time they complete their high school courses.

Under the present set-up, the supervisors of attendance at the High and Latin and Rindge Technical Schools are required to cover the entire city. Although each supervisor is alloted car tickets for transportation, the city cannot be covered efficiently except by automobile. Under the new set-up the work of supervisors will be concentrated in smaller districts which can be covered adequately on foot and by bus or street car. Furthermore, the use of automobiles is being curtailed by government regulations in line with the National Defense Program.

M. E. FITZGERALD,
Superintendent of Schools.

It was voted that the Superintendent's recommendation relative to the re-organization be adopted.

It was voted to refer to the budget a motion that the salary of the Assistant Business Agent be $3,500.00 per year.

A motion was offered that a special meeting of the School Committee be held in executive session on Monday, February 9, 1942, for the purpose of considering and acting upon the budget. It was voted to amend this motion by adding "that the meeting shall be held at the Hotel Commander at 6:00 p.m." It was voted to adopt this motion as amended.

It was voted to reconvene into open session.

On motion by Committeeman Robart it was voted that all votes passed in executive session be approved and ratified with the exception of nominations.

On the following roll-call it was voted NOT to approve the Superintendents recommendation, submitted at the meeting of January 5, 1942, that Nelson H. Thereault be elected a teacher of welding at the Rindge Technical School, at a salary of $1850 per year, effective January 5, 1942: Committeemen Brooks, Mrs. Conant, Fitzgerald, and Mayor Corcoran voting no; Committeemen Robart and Wood voting yes; Committeeman Dr. Cassidy absent.

The Superintendent then recommended that Louis F. Ferreri be appointed a teacher of Welding at the Rindge Technical School at a salary of $1850 per year effective February 3, 1942. On motion by Committeeman Brooks it was voted on the following roll-call to suspend the rules for the purpose of taking action on this recommendation: Committeemen Brooks, Mrs. Conant, Robart, Wood, and Mayor Corcoran voting yes; Committeeman Fitzgerald voting no; Committeeman Dr. Cassidy absent. On motion by Committeeman Brooks it was voted on the following roll-call to adopt the Superintendent's recommendation that Louis F. Ferrari be appointed a teacher of Welding at Rindge Technical School at a salary of $1850. per year, effective February 3, 1942: Committeemen Brooks, Mrs. Conant, Fitzgerald, and Mayor Corcoran voting yes; Committeemen Robart and Wood voting no; Committeeman Dr. Cassidy absent.

It was voted on the following roll-call to suspend the rules for the purpose of acting on the Superintendent's recommendation, submitted in executive session, relative to the appointment of evening school principals: Committeemen Brooks, Mrs. Conant, Robart, Wood and Mayor Corcoran voting yes; Committeeman Fitzgerald not voting; Committeeman Dr. Cassidy absent. It was then voted on the following roll-call to adopt the Superintendent's recommendation that William P. Berkeley be appointed principal of the Evening High School at a salary of $7.00 per evening, effective January 5, 1942; that William J. Kelleher be appointed principal of Evening Industrial School at a salary of $7.00 per evening, effective January 5, 1942; that John F. J. Kelleher be appointed principal of Evening Elementary Schools at a salary of $7.00 per evening, effective January 5, 1942; Committeemen Brooks, Mrs. Conant, Robart, Wood and Mayor Corcoran voting yes; Committeeman Fitzgerald not voting; Committeeman Dr. Cassidy absent.

A motion by Committeeman Brooks to reconsider the vote electing a welding teacher be reconsidered, (hoping same would not prevail,' failed of adoption.

A motion by Committeeman Robart to reconsider the vote electing the evening school principals, (hoping same would not prevail) failed of adoption.

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL,
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, February 9, 1942

SPECIAL MEETING: Called by vote of the School Committee adopted at the meeting of January 19, 1942, to be held in executive session, for the purpose of considering acting upon the budget.

It was voted that His Honor, the Mayor be appointed a committee of one to confer with P. J. Moynihan, C.P.A., relative to a survey of the Financial Department of the School Department.

It was voted that a committee, to consist of the Superintendent, the Assistant Superintendent, headmasters of both high schools and Committeewoman Mrs. Conant, be appointed to study the lunchroom situation and bring in a report.

The Superintendent submitted the following recommendation:

IN SCHOOL COMMITTEE

The National convention of Superintendent of Schools will be held this year in San Francisco, California, from February 22 to February 26.

Nearly all neighboring cities and towns have their School Department represented at this yearly convention by the Superintendent or assistant Superintendents.

Therefore, I recommend that the assistant superintendent of schools be delegated to represent this city at the convention, and that the sum of three hundred fifty dollars ($350.) be appropriated for 'Travel Outside the State' and that this appropriation be included in the 1942 budget.

M. E. FITZGERALD,
Superintendent of Schools.

It was voted that the Superintendent's recommendation be adopted and that a sum not to exceed $350. be included in the budget for the year 1942 for "Travel Outside State": Committeemen Brooks, Mrs. Conant, Fitzgerald, Wood and Mayor Corcoran voting yes. A motion to reconsider this vote, hoping same would not prevail failed of adoption.

It was voted that a special meeting of the budget committee be held on February 24, 1942 at 6:00 p.m. at the Hotel Commander.

It was voted to reconvene into open session.

It was voted that the votes passed in executive session be affirmed and ratified.

It was voted to adjourn.

ADOURNED:

EDWARD J. O'CONNELL,
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, February 16, 1942

REGULAR MEETING:

Members present: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

It was voted that the matter of approving the minutes of February 2, 1942, be held in abeyance.

On motion by Committeeman Robart it was voted to refer to the budget a petition from the Cambridge Teachers' Club seeking a Two hundred Dollar increase in salary for all School Department employees.

It was voted to refer to the Superintendent and Chief Custodian, for report and recommendation, a communication from John B. Atkinson, City Manager requesting that the School Department arrange for the removal of the School Department Supply Room from City Hall.

It was voted to make part of the records the following order of the City Council:

CITY OF CAMBRIDGE

In City Coucil,
February 2, 1942

ORDERED:

That in addition to the amounts previously appropriated, the sum of five hundred ($500.00) dollars be and the same hereby is appropriated to Municipal Pensions to provide for the pension of Miss Esther D. Paul, school teacher, retired by the Cambridge School Committee under authority of Section 43, Chapter 32, General Laws, Ter. Ed., said sum to be included in and made part of the tax levy for year 1942.

In City Council, February 9, 1942
Adopted by a yea and nay vote -

Yeas 7; Nays 0; Abesent 2.

Attest: Frederick H. Burke,
City Clerk.

It was voted to make part of the records the following commuication from the City Solicitor:

CITY OF CAMBRIDGE

Law Department

Mr. Edward J. O'Connell,
Secretary of the School Committee,
Cambridge, Mass.

Dear Sir:

I am in receipt of your communication dated February 5, 1942, inquiring as to whether or not the School Committee can ask for funds under the so-called Lanham Act for the instruction and education of the children residing in Washington Elms housing project should the same be turned over to house defense workers.

I have procured a copy of this Act, which is Chapter 260 of the First Session of the 77th Congress, approved on June 28, 1941.

The general scheme of this Act provides that if the President finds an acute shortage of public works or equipment for public works, which includes schools, in any area, the Federal Works Administration, with the approval of the President, may make contracts for the building of such public works or make loans or grants to public and private agencies for the maintenance and operation of such public works.

The President must also find "that such public works or equipment cannot otherwise be provided when needed, or could not be provided without the imposition of an increased excessive tax burden or an unusual or excessive increase in the debt limit of the taxing or borrowing authority in which such shortage exists".

I am of the opinion the City of Cambridge cannot come within the scope of this limitation. It would appear that this Act contemplates a situation of extreme acuteness and it seems to me very doubtful if the presence of a number of children from the Washington Elms Housing Project would create a situation in Cambridge so serious as to come within the terms of this Act.

You will notice, however, that a decision of whether or not to extend aid or give contributions depends upon a finding of fact by the President. If the School Committee, therefore, should be of the opinion that the situation caused by furnishing education to the children is sufficiently acute, I would suggest that they make application for a decision on the matter.

Yours very truly,
JOHN A. DALY,
City Solicitor

The following communication was received from the City Solicitor:

CITY OF CAMBRIDGE

Law Department

February 13, 1942.

Mr. Edward J. O'Connell,
Secretary of the School Committee,
Cambridge, Mass.
Dear Sir:

I am in receipt of your communication under date of February 5, 1942, reading as follows:

"At a meeting of the School Committee held on February 2, 1942, the following motion was offered:

'MOTION: That all members of the School Department personnel whose appointments, promotions, or transfers were declared invalid by the City Solicitor under date of January 26, 1942, be paid from January 5, 1942 until February 2, 1942.'

It was further voted that you be requested to give an opinion as to the legality of said motion."

I am of the opinion that you cannot accomplish the result which you seek by means of the motion quoted above.

I am assuming that the subject matter of your motion relates only to persons who filled positions that were already in existence but whose appointments were irregular. As an example, there was the instance of the Headmaster of the Cambridge High and Latin School. Mr. Downey actually performed the duties of this position although in fact he was not legally appointed.

In my opinion, you can validly include in your budget a sum sufficient to compensate persons falling within the class covered by this opinion for the actual performance of the duties of the position between January 5th and the time when the appointments were declared invalid.

You will note that this opinion does not deal with situations of persons purporting to hold positions which were never legally created at all.

Yours very truly,
JOHN A. DALY,
City Solicitor

Vice Chairman Dr. Cassidy in the chair.

On motion by Mayor Corcoran it was voted that the City Solicitor be asked to submit a supplementary opinion and to set forth therein the names of those who, in his opinion, can be paid and those who cannot be paid.

Mayor Corcoran in the chair.

A communication was received from William F. Boyle, substitute teacher of Welding at the Rindge Technical School, and whose salary has been held up since December 5, due to a ruling by the City Solicitor, asking that he be paid from December 5 to the termination of his appointment. On motion by Committeeman Robart it was voted that the secretary, in collaboration with the Business Agent submit to the City Solicitor the individual names of those whose pay was held up as the result of a ruling of the City Solicitor under date of January 26, 1942.

It was voted to make part of the records the following communication relative to the status of Cornelius P. McCormick:

Commonwealth of Massachusetts
Dept. of Civil Service

February 3, 1942.

Edward J. O'Connell, Sec.
School Committee,
Cambridge, Mass.

Dear Sir:

Referring to that part of your letter of January 22 in relation to the status of Cornelius P. McCormick, our records show that Mr. McCormick was appointed on March 20, 1941 as a permanent janitor for the duration of National Defense. Your Department was informed that as long as he was on the City Payroll his position is classified under Civil Service and he is considered as a regular employee of the School Department.

Very truly yours,
Ulysses J. Lupien, Director

At the request of the School Committee the Department of Civil Service presented a list of persons eligible for the position of janitor in the School Department at a salary of $30.00 per week. Committeeman Fitzgerald moved that the first two names on this list, namely John Splaine and Pellegrino G. Spagnuolo, be appointed.

Committeeman Wood in the chair.

It was voted to adopt a substitute motion by Mayor Corcoran that the Chief Custodian bring in a report at the next meeting as to just how many janitors were employed a year ago, how many are employed today and where these janitors were permanently appointed and assigned.

It was voted to refer to the budget a communication from the sub-masters requesting the School Committee to consider passing again the amendment to the rules adopted on October 20, 1941, that "sub-masters shall have the same rating as that of a male teacher in the high schools and the compensation shall be the same for both positions.

The following communication was presented from Patrick J. Moynihan, C.P.A.:

His Honor, Mayor John H. Corcoran
City Hall,
Cambridge, Mass.
Dear Mr. Mayor:

Following my brief conference with you Wednesday, I visited the offices of the Cambridge School Committee as suggested. In a visit approximating one and one-half hours, I saw enough of the operation of the business system to assure you that the routine badly needs overhauling and systematizing. A good deal of the clerical work is in arrears and vital information is poorly correlated. While it it possible from your present records to get desired costs, the information is not being accumulated to the best advantage. Posting of invoices is in arrears. The entire routine attendant upon the delivery, receipt, and payment of merchandise can be simplified. Discount bills are late and while the school committee suffers no monetary loss through delayed payment, the vendors are in eqiuty entitled to payment on the specified date.

As indicated to you verbally, I am prepared to undertake the following work:

(1) A thorough survey of all business activities under the jurisdiction of the School Committee:

(2) A report in writing to the School Committee of observations and recommended changes to be made in the present setup;

(3) To discus with the School Committee in conference if required, the suggested changes; and

(4) Upon removal by the School Committee of the recommendations made to remain with the system until such time as it is operating satisfactorily.

I hereby offer to complete the above for the sum of $475. with the understanding that if the time required to complete the assignment on a perdiem of $30 (7 working hours to constitute a day) should aggregate less than this amount your committee will receive the benefit of the reduction.

Very truly yours,
PATRICK J. MOYNIHAN

On motion by Mayor Corcoran it was voted on the following roll-call that the sum of $475.00 be appropriated for the purpose of employing Patrick J. Moynihan C.P.A., to carry out the survey as set forth in his letter: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran voting yes; A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Mayor Corcoran in the chair.

The Superintendent reported that the Federal Government has sent $1680. worth of machinery to the Rindge Technical School including four electrical welding machines which may be used for the regular day schools. Title to this machinery still remains with the Federal Government, at least until the emergency is over. On motion by Committeeman Fitzgerald it was voted this report be spread on the recordls.

It was voted on motion by Committeeman Robart to make part of the records the following communication from the National Defense Vocational Training Program:

National Defense Training Program

February 16, 1942.

Honorable Members of
School Committee,
Cambridge, Mass.
Dear Sirs:

The National Defense Machine Shop Training Course for Seniors at the Rindge Technical School was started on February 9, 1942.

Forty qualified seniors were selected from a large number of applicants.

This group is receiving 5½ hours of instruction each school day, eight hours of instruction on Saturdays and eight hours of instruction on the other days when school is not in session.

The young men are taking hold of the work very enthusiastically and should make a real contribution to defense industry.

Very truly yours,

JOHN M. TOBIN,
Asst. Supt. of Schools.

On motion by Committeeman Robart it was voted to make part of the records the following communication from the Cambridge Chapter-Aemerican Red Cross:

Cambridge Chapter Red Cross

February 4, 1942.

Mr. Michael E. Fitzgerald,
Superintendent of Schools,
Cambridge, Massachusetts,
My Dear Mr. Fitzgerald:

We are happy to report that 349 Cambridge teachers gave a total of $350. to the Red Cross Roll Call this year for which we are very grateful. This money was turned in on December 2, 1941.

Sincerely yours,

Mrs. Charles L. Bouton,
Executive Director.

It was voted to approve the Superintendent's recommendation that John C. Landrigan be transferred from teacher at the Roberts School to teacher at the Morse School, effective February 5, 1942.

A communication was received from Professor R. D. Douglass, State Coordinator of Radio Instruction askink that he be allowed to set up classes for intensive Radio Technician Training Courses in the Rindge Technical School in Room 257 (Radio Laboratory) and in Room 259 on Monday, Wednesday and Friday evenings from 7:30 to 10:00, for a period of 16 weeks, he to pay all expenses of instruction but requests use of laboratory equipment. On motion by Vice-Chairman Dr. Cassidy it was voted that action on this request be postponed until the next meeting and that the Superintendent bring in a more specifically detailed report as to who is sponsoring the course as outlined.

The Superintendent recommended that permission be granted the Public Relations Committee of the Cambridge Teachers' Club to conduct an Essay Contest for the pupils of the eighth grades to be known as the John Henry Graham Essay Contest, the title of the essay to be "What Cambridge Means to Me," three suitable prizes to be awarded the winners of this contest. On motion by Committeeman Fitzgerald it was voted to adopt the Superintendent's recommendation.

The Superintendent recommended approval of the following Text Books, said recommendation to lay on the "Calendar" in accordance with the rules:

PUBLISHED BY IROQUOIS PUBLISHING COMPANY:

Graded-Difficulty Number Cards.

The Superintendent requested that the School Committee interpret Section 2 of Chapter 20 of the Rules of the School Committee and asked if it is the intention of the School Committee that he sign all bills, payrolls, estimates of expenditures and financial reports. On motion by Committeeman Fitzgerald it was voted that Chapter 20, Section 2 be transmitted to the City Solicitor for an opinion as to whether or not the Superintendent of Schools is required, by law, to approve all bills, payrolls, estimates of expenditures and financial reports, as outlined in said section of the rules of the School Committee.

On motion by Committeeman Fitzgerald it was voted to make part of the records the following report of the committee appointed to investigate and report on what control, if any, the City Auditor has over the personnel of the School Department:

A meeting of the Committee appointed to investigate and report on what control, if any, the City Auditor has over the personnel of the School Department was held on February 9, 1942, and was attended by His Honor, the Mayor, School Committeeman Ralph W. Robart, M. E. Fitzgerald, John M. Tobin, Edward J. O'Connell, and John J. McKenzie.

It was agreed that in the future the City Auditor will take no action on any matter relating to the School Committee until the matter in question is first brought to the official attention of the School Committee.

Respectfully submitted,
John H. Corcoran, Mayor.

It was voted on motion by Committeeman Fitzgerald, to approve the text books recommended by the Superintendent at the meeting of February 2, 1942.

A motion by Vice-Chairman Dr. Cassidy to refer to the budget the superintendent's recommendation relative to the appointment of Margaret E. Ford as Headmaster's Assistant failed of adoption. Committeeman Robart then moved to adopt the Superintendent's recommendation, as submitted at the meeting of February 2, 1942, that Margaret E. Ford be appointed Headmaster's Assistant in Modern Languages at the High and Latin School at a salary of $2164. per year effective February 2, 1942. After considerable debate a motion for the previous question prevailed. It was then voted on the following roll-call, on motion by Committeeman Robart, to adopt the Superintendent's recommendation, that Margaret E. Ford be appointed Headmaster's Assistant in Modern Languages at the High and Latin School at a salary of $2614.00 per year, effective February 2, 1942: Committeemen Brooks, Mrs. Conant, Robart, Wood and Mayor Corcoran voting yes; Committeemen Fitzgerald and Vice-Chairman Dr. Cassidy voting no. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Committeeman Fitzgerald it was voted to lay on the table for further study a proposed amendment to Section 3 of Chapter 8 of the Rules of the School Committee, as submitted by Committeewoman Mrs. Conant at the meeting of February 2, 1942 and relating to standard requirements for appointment of teachers in the Home Economics Department.

On motion by Committeeman Fitzgerald it was voted to take from the table and refer to executive session the proposed amendment to the rules as submitted at the meeting of January 12 1942, that "Any female teacher in the Cambridge School System who marries a man in the armed forces of the United States shall, for the duration of the war, retain her position in the School Department if she so wishes.

It was voted to take from the table the motion that Jerome Higgins, teacher at the High and Latin School, be granted two months leave of absence without stipend for the purpose of conducting classes for the Red Cross. It was voted on motion by Committeeman Robart that this motion be given leave to withdraw without predudice.

Vice-Chairman Cassidy in the chair.

Relating to the request that the Superintendent report on the advisability of granting high school diplomas to boys who enter the armed services of the United States when they possess sufficient school credits to be members in good standing of the senior classes in either high school, it was voted on motion by Mayor Corcoran that the Superintendent of Schools and Masters of Rindge Technical School and High and Latin school confer and report at the next meeting as to the advisability of giving full diplomas or war diplomas to these boys.

Mayor Corcoran in the chair.

The Superintendent reported progress in his investigation as to the advisability of establshing a course in plastics in Rindge Technical School and that a complete report will be submitted at a later meeting.

On motion by Committeeman Dr. Cassidy it was voted that the minutes of the meeting of February 2, 1942 be laid on the table.

Committeewoman Mrs. Conant presented the following proposed amendment to the rules, which lays on the "Calendar" in accordance with the rules: "It is the policy of the School Committee to encourage all citizens to take an interest in the Cambridge Public Schools and if suitable arrangements are made with school principals Cambridge citizens are to be made welcome to all departments of our schools".

On motion by Committeeman Brooks it was voted that a committee to consist of one or more members of the School Committee (to be appointed by the chairman), the Superintendent of Schools and the Director of Physical Education, be named to investigate and report on the advisability of setting up a more comprehensive program of physical education for the boys and girls in the eighth grades and the high schools. The chairman appointed Committeeman Brooks and Robart to serve on this committee.

It was voted NOT to adopt a motion by Committeeman Wood to reconsider the vote referring to executive session the proposed amendment to the rules relative to female teachers who marry men in the service being allowed to retain their positions.

Committeeman Robart presented the following proposed amendment to the rules which lays on the "Calendar" in accordance with the rules: "That Section 6 of Chapter I and Section 1 and 2 of Chapter XXIII be striken out: And further, to strike from the rules any and all reference to the Committee on Buildings and Grounds and the Committee on Athletics wherever same may appear. Rules relating to and duties heretofore delegated to the Committee on Buildings and Grounds and the Committee on Athletics shall be vested in the School Committee as a whole."

Committeeman Wood moved that because of the failure of the chairman to appoint certain sub-committees in accordance with the rules of the School Committee, that the School Committee itself appoint a committee on Buildings and Grounds and a Committee on Athletics. The chair ruled that Committeeman Wood's motion was out of order. Committeeman Wood appealed from the ruling of the chair and on the following roll-call the ruling of the chair was sustained: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart and Mayor Corcoran voted to sustain the chair; Committeeman Wood voted not to sustain the chair.

It was voted NOT to adopt a motion by Committeeman Robart that a committee consisting of the School Committee, one male teacher and one female teacher to be appointed by the president of the Cambridge Teachers' Club, one member of the clerical force, and one member of the janitorial staff be appointed for the purpose of conferring regarding salary matters.

Committeeman Wood presented the following proposed amendment to the rules which lays on the "Calendar" in accordance with the rules: "In default of the appointing of sub-committees on Buildings and Grounds, and on Athletics by the Mayor during the month of January in accordance with the provisions prescribed in the rules the School Committee, in regular session, may proceed to select such sub-committees. Under suspension of rules the Mayor may fulfill the duty given him under the rules."

It was voted on motion by Committeeman Fitzgerald, and seconded by Committeeman Wood, that the Sacred Heart Parish be granted permission to use the Thorndike School Hall on Monday, March 2, 1942 without cost. A motion to reconsider this vote hoping same would not prevail, failed of adoption.

A motion by Vice-Chairman Dr. Cassidy, that hereafter all meetings of the School Committee be held in the outer chamber of the School Committee offices, failed of adoption.

It was voted on motion by Vice-Chairman Dr. Cassidy that the School Committee ask the City Manager to consider the advisability of opening the shower baths in the Abraham Lincoln School, and Longfellow School said shower baths having been unused since the erection of the building some ten or twelve years ago.

Vice-Chairman Dr. Cassidy in the chair.

Mayor Corcoran moved that the Chief Custodian be requested to report at the next meeting as to whether conditions are or are not sanitary in the Thorndike School, and if not is the present custodian doing a competent and satisfactory job. A motion to amend Mayor Corcoran's motion by adding the words "and the Master of the Thorndike School" after the words "Chief Custodian" failed of adoption. It was then voted to adopt Mayor Corcoran's motion that the Chief Custodian be requested to report at the next meeting as to whether conditions are or are not sanitary in the Thorndike School, and if not is the present custodian doing a competent and satisfactory job.

It was voted that the committee meet in executive session at the Hotel Commander on Tuesday, February 24, at 6:00 p.m. for the purpose of considering and acting upon the budget and to consider and act upon any other matters that may properly come before the committee.

On motion by Vice-Chairman Dr. Cassidy it was voted that between now and the meeting of the budget that the Superintendent notify the masters and principals of the Schools to submit a list of the janitors' supplies on hand and those that will be necessary.

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL,
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Tuesday, February 24, 1942

SPECIAL MEETING: Called by vote of the School Committee adopted at the meeting of February 16, 1942, for the purpose of considering and acting upon the budget and to consider and act upon any other business that may properly come before the committee.

Members present: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

Relative to the request that the Superintendent ask Mr. Downey, the Headmaster of the High and Latin School, as to the necessity of filling the position of Assistant Headmaster, the Superintendent stated that he had talked with Mr. Downey but requested more time to look into the organization of the school.

It was voted to give leave to withdraw to the motion that the City Solicitor be requested to submit an opinion as to the validity of the appointment of Frank Frisoli, and Geo. Lovett to the High and Latin School.

Relative to the request that he report on the status of Helena K. Dunn substitute teacher in the High and Latin School, the Superintendent recommended that Helena K. Dunn be appointed a permanent and regular teacher and placed on tenure at a salary of $1894.00 per year. On motion by Committeeman Brooks it was unanimously voted to suspend the rules for the purpose of taking action on this recommendation. On the following roll-call it was voted on motion by Committeeman Brooks to adopt the Superintendent's recommendation that Helena K. Dunn be appointed a permanent and regular teacher and placed on tenure at a salary of $1864.00 per year. Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, Woods and Mayor Corcoran voting yes. A motion by Committeeman Brooks to reconsider this vote, hoping same would not prevail, failed of adoption.

Mr. C. J. Church, Business Agent, submitted the following report of the names, salaries and duties of all those in charge of books and supplies:

The following employees of the Department are in charge and occupied in the distribution and purchase of books and supplies:

OFFICE:

Gerald T. Liston in charge	$2,900.
Miss Ryan clerk on orders, etc $33.00 per week	$1,738.
Miss Culhan, bills and books,	$1,738.

STOREROOM:

Robert W. Holland, Asst. in charge $35.00 per week	$1,843.33

Have had two NYA boys for the past year in storeroom. Will be unable to have any now, as all are assigned to defense work.

HIGH AND LATIN SCHOOL:

John G. Whoriskey in charge of bookroom and supplies $1843.22
$35.00 week

RINDGE TECHNICAL:

All books are handled by Head of Dept. or teacher assigned to the work. No time is allowed for this work, is done during free periods. Supplies are given out by the Custodian, on orders from Asst. Headmaster, who sends boys with orders and supplies are distributed from Assistant Headmasters office.

ELEMENTARY SCHOOLS:

Masters receive and receipt all books and supplies, and distribute same with the assistance of teachers and janitors.

Vice-Chairman Dr. Cassidy in the chair.

On motion by Mayor Corcoran it

was voted that the above report from the business agent be submitted to Mr. Patrick J. Moynihan, C.P.A. who is conducting a survey of the business activities under the jurisdiction of the School Committee, for his consideration, recommendations and suggestions in the report he is to present to the School Committee.

Mayor Corcoran in the chair.

Conforming to a motion that the Gannett School be combined with the Kelley and Wellington Schools, the Superintendent presented the following recommendation:

IN SCHOOL COMMITTEE

February 24, 1942

RECCOMMENDED:

That the Gannett School be closed and the organization be distributed as follows:

1. All pupils and the following teachers be transferred to the Kelley School: Misses Johnston, Casey, Andelman and Elizabeth Carroll. See letter of Mr. Mahoney, Master of the Kelley School.)

2. Miss Cloran, principal, be transferred without change of salary, to the Longfellow School to supervise the primary grades.

3. Miss Looney, grade 2, be transferred to a primary grade in another school.

4. Mrs. Duffy, janitress, be transferred to one of the larger schools to assist the custodian.

5. Nursery School to be transferred to a vacant room in the Wellington School. (See letter of Mr. Harrington, Master.)

M. E. Fitzgerald, Supt of Schools

On motion by Committeeman Wood it was voted that this report and recommendation be referred to the next budget meeting.

It was voted to refer to the next meeting of the budget the communication received from John J. Curry, Master of the Roberts School relative to the motion that the Superintendent report as to whether he thinks boys of the 7th and 8th grade can get very much from the electricity course.

It was voted to lay on the table for further study the following report on substitutes as presented by the Superintendent:

Substitutes and Assignments since
January 5, 1942

REGULAR SUBSTITUTES

Evelyn H. Banne, Home Teaching, (Elementary) Resignation of Martha Gillis.

Ann L. Canney, High and Latin (Oral English) Resignation of Margaret Breau.

Dorothy M. Welch, Houghton (Elementary) Promotion of Joseph Gould to Vocational School for Boys.

Elizabeth A. Steinkrauss, Roberts, (Elementary) Transfer of John Landrigan to Morse School.

Mary P. Regan, Putnam, (Elementary) Promotion of George J. Lovett, Jr. to High and Latin School.

James M. Landrigan, Houghton (Special Class) Promotion of Joseph Ranieri to Vocational School for Boys.

Marie A. Reindeaux, Russell (Music) Transfer of Mary M. Ennis to Music Department to take place of Hugh Curry who is in military service.

Charles A. Harrington, Rindge Technical, (Mathematics) Absence of Wm. J. Coughlan on military service.

Edward A. Hurley, Rindge Technical, (Economics).

Catherine C. O'Connell, High and Latin, (English) Long-term illness of Grace Coyle.

Katherine J. Walsh, Agassiz (Elementary) Long-term illness of Joseph M. Flynn.

Day-to-Day Substitutes

Edna G. Dubois, Elementary
Dorine E. Flanagan, Elementary
Anna C. Hyland, Elementary
Mary P. McDevitt, Elementary
Anne McGlinchey, Elementary
Louis Novak, High
Elinor L. O'Brien, Elementary
Mary F. O'Reilly, Elementary and High School
Regina M. Poremba, Elementary
Cynthia Ryce, Elementary
Catherine F. Stacey, Elementary

It was voted to refer to the next meeting of the budget the reports on Americanization and salaries of Mr. Courtney, Custodian at High and Latin School, Mr. Campbell, custodian at Rindge Technical School and Mr. Walsh, Custodian at the Roberts School, as submitted by Mr. Church, Business Agent, and that Mr. Church furnish the members copies of the reports as soon as possible.

Dr. Cassidy in the chair.

On motion by Mayor Corcoran it was voted that a committee of three be appointed to investigate and report at the next meeting of the budget the reports sent in by Masters and Principals relative to the janitors and custodians.

Mayor Corcoran in the chair.

The chairman appointed Committeeman Dr. Cassidy, Robart, and Mrs. Conant to serve on the committee appointed to investigate the reports on janitors and custodians as sent in by the Masters and Principals.

It was voted to refer to the next meeting of the budget a report of the sub-committee appointed to discuss the lunch room situation.

Relative to the request that he report as to how many teachers are giving most of their time to Civilian Defense Work, the Superintendent reported that only Mr. William Berkeley has been excused for 3 periods but that he teaches two periods. Further, there are eleven others who give of their time to Civilian Defense work but only during free periods and after hours.

The chair stated that the motion before the committee was one offered by Committeeman Wood last November and referred to the 1942 budget as follows: "It is the opinion of the School Committee that teachers should acquire suitable insurance covering accident and health if they felt that in case of illness or accident they might otherwise ask the School Committee for compensation while incapacitated. It is to be noted that under the rules of the School Committee absences from school duty due to illness or accident carries no guarantee or agreement for continuing compensation". On motion by Committeeman Brooks it was voted that a committee of three be appointed to investigate the suggestions setforth in the above motion by Committeeman Wood "that the teachers should acquire suitable means and insurance covering accident and health." The chairman appointed Committeeman Wood, Brooks and Fitzgerald to serve on this committee.

The Superintendent recommended that the request of Mary L. Guyton, State Supervisor of Adult Alien Education, "that the National Citizenship Educational Program be allowed to use four school buildings", be granted. Committeeman Robart moved that the Superintendent's recommendation be adopted. It was voted to adopt a substitute motion by Committeeman Fitzgerald that this request be given leave to withdraw.

Committeeman Wood moved adoption of the proposed amendment to the rules as introduced by Committeeman Fitzgerald "that any female teacher in the Cambridge School

System who marries a man in the armed forces of the United States shall, for the duration of the war, retain her position in the School Department if she so wishes." After considerable debate a motion for the previous question prevailed. It was then voted NOT to adopt the proposed amendment to the rules. A motion by Vice-Chairman Dr. Cassidy to reconsider this vote, hoping same would not prevail, failed of adoption.

On the following roll-call it was voted on motion by Committeeman Fitzgerald to suspend the rules for the purpose of allowing the Superintendent to renominate Miss Gertrude J. Trant as Sewing Teacher in the Elementary Schools: Committeemen Brooks, Dr. Cassidy, Fitzgerald, Wood and Mayor Corcoran voting yes; Committeewoman Mrs. Conant and Committeeman Robart voting no.

The Superintendent then recommended that Gertrude J. Trant be elected a teacher of sewing at a salary of $1262.00 per year. The chair stated that this recommendation lays on the "Calendar" in accordance with the rules.

On motion by Committeeman Brooks it was voted that the sum of $150.00 be allocated from the High School Athletic Fund for the purpose of defraying expenses of sending the Rindge Technical School track team and Coach to New York City to take part in the National Schoolboy Interscholastic Meet to be held on February 28 1942, at the Madison Square Garden, New York City.

On motion by Committeeman Fitzgerald it was voted that the Superintendent, and Headmasters of the high schools study the advisability of permitting fifty boys, who are seniors in good standing in the High and Latin School, to take a three months course at the Rindge Technical School in any of the Defense measures that might go on at Rindge Technical School and to permit these seniors to graduate with their respective classes.

On motion by Committeeman Fitzgerald it was voted that the Superintendent and the headmasters of and Latin and Rindge Technical Schools be asked to advise the Committee whether or not it would be advisable or desirable to permit girls of the High and Latin School to take courses in the Rindge Technical School.

It was voted on the following roll-call that the sum of $8,048.71 be appropriated forthwith to the item "Pensions", said sum to be included in the budget for the year 1942: Committeemen Brooks, Mrs. Conant, Dr. Cassidy, Fitzgerald, Robart, and Mayor Corcoran voting yes; Committeeman Wood voting no. A motion by Vice-Chairman Dr. Cassidy to reconsider this vote, hoping same would not prevail, failed of adoption.

It was voted to convene into open session.

It was voted to approve and ratify the votes passed in executive session.

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL,
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, March 2, 1942.

REGULAR MEETING:

Members present: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Committeeman Robart it was voted to approve the minutes of the meeting of February 16, 1942, as printed.

On motion by Committeeman Robart it was voted to make part of the records the following communication from Draft Board No. 47 Selective Service System:

SELECTIVE SERVICE SYSTEM
Draft Board No. 47

February 19, 1942.

To the School Committee,
Cambridge Street,
Cambridge, Mass.

Gentlemen:

I wish to thank the School Committee of the City of Cambridge and its Superintendent for the invaluable assistance of the teachers of the City of Cambridge who made the registration last Sunday and Monday a success in our Selective Service Board. They were punctual at their assignments and a review of the cards which has been made since shows that they were extremely accurate. I should be obliged if you would convey my personal thanks to those who helped us at Phillips Brooks House.

Yours very truly,
Robert Walcott, Chief Registrar

On motion by Committeeman Brooks it was voted to refer to the Superintendent with power the communication from St. Anthony's Church requesting permission to use the Rindge Technical School Auditorium for a program of tableaux on Sunday evening, May 3, 1942 for the purpose of raising funds with which to continue the activities and instruction of the youth groups of the parish.

It was voted on motion by Committeeman Wood to refer to the Commitee on Athletics an application for the position of basketball coach received from Thomas J. Murphy, present coach.

It was voted on motion by Committeeman Brooks to make part of the records the following communication from Ralph W. Robart, Chief Air Raid Warden and member of the School Committee:

CAMBRIDGE COMMITTEE ON
CIVILIAN DEFENSE

March 2, 1942.

To the Honorable
The School Committee,
Cambridge, Mass.

Gentlemen and Madam:

On Thursday evening March 5 between the hours of ten and ten thirty o'clock the City of Cambridge is to participate in a practice blackout.

Arrangements have been made for an official observation from points of vantage and the members of the School Committee are invited to become official observers on this occasion.

Very truly yours,

Ralph W. Robart, Chief Air Warden

On motion by Committeeman Fitzgerald it was voted to make part of the records the following communication from the Cambridge Retirement Board:

CAMBRIDGE RETIREM'T BOARD

February 26, 1942.

School Committee,
City of Cambridge,
Massachusetts,
Gentlemen:

At the regular meeting of the Retirement Board held on Feb. 24, 1942 it was voted to submit to you copies of the tables received from the actuary reporting the amount of contribution due from the School Department in 1942 for the pension funds of the retirement systems, in the aggregate $6,182.96:

4% System, so called, Act of 1931	$3,916.96
5% System, so called, Chapter 32, General Laws as amended	$2,266.00

Very truly yours,

C. J. CHURCH,

Secretary of the Board.

It was voted to make part of the records the following communication from the City Solicitor relative to Sec. 2, Chapter 20 of the rules:

CITY OF CAMBRIDGE
Law Department

February 28, 1942

Mr. Edward J. O'Connell,
Secretary of the School Committee,
Cambridge, Mass.
Dear Sir:

I am in receipt of your inquiry relative to whether or not the Superintendent of Schools is required by law to to approve the bills and expenditures with reference to Chapter 20, Section 2, of the School Committee Rules:

I am of the opinion that as the Rule now stands the approval of the Superintendent of Schools is not required for payment of bills. Should such requirements be considered advisable, I am of the opinion that the Committee should amend Section 2 of Chapter 20 by some special rule to the effect that the Superintendent must sign approval of the bills.

Yours very truly

JOHN A. DALY
City Solicitor.

It was voted to place on the "Calendar" until the next meeting of the School Committee the following communication from the City Solicitor relative to payment of certain salaries.

CITY OF CAMBRIDGE
Law Department

February 24, 1942.
Mr. Edward J. O'Connell,
Secretary of the School Committee
Cambridge, Mass.

Dear Sir:

Pursuant to your letter of February 20, 1942, with list enclosed, I am pleased to submit the following opinions:

Messrs. Garrett D. Foley, Thomas J. Murhpy, John J. Tobin, Francis J. Galgay, and Miss Gertrude J. Trant were appointed to positions which were illegally created. Pursuant to my previous opinion, the Committee cannot legally appropriate money to pay persons filling the positions which legally do not exist.

Messrs. Timothy F. Downey, John Landrigan, Edward F. Hurley, Edmund J. Murphy, William F. Boyle, and George Olesen were appointed to positions which legally existed. It is my understanding that because of the failure to have the recommendation of the Superintendent as required by the Rules, these appointments were irregular. As I have already stated it is my opinion that where these men actually performed the duties of the several positions up to the time their appointments were declared invalid it is within the power of the Committee to appropriate money to compensate them for the actual performance of these duties.

With reference to
Messrs. James J. Foley, Joseph P. Flynn, Michael F. Brennan, and Thomas F. Duffy from the facts which you submit to me, it appears that the effect of the vote of the Committee amending its Rules on October 20, 1941 was to raise their salaries. In my opinion, this raise

in salary was illegal under the provisions of the Acts of 1941, Chapter 505.

With reference to
Messrs. John T. Kelleher, William Kelleher and William Berkeley would you kindly furnish me with further information, namely whether or not these teachers are the ones contemplated by Chapter 15, Section 4, of the Rules, as being persons eligible for appointment as principals.

Yours very truly,
JOHN A. DALY,
City Solicitor.

The Superintendent reported the death on February 28, of Martin Reid a janitor in the School Department since 1927. On motion by Committeeman Cassidy it was voted that a letter expressing the Committee's condolence be sent to the next of kin.

The Superintendent advised the Committee that in his recommendation of February 2 relative to the appointment of Evening School Principals that the principal of the Evening Elementary School was recommended at $7.00 per evening whereas the rules specify that the salary for this position shall be $5.00 per evening. It was voted on motion by Committeeman Brooks that the Superintendent's recommendation of February 2, 1942 be corrected by changing the salary of the Principal of Evening Elementary School from $7.00 to $5.00 and that the minutes of the meeting of February 2, 1942 be corrected in a like manner.

The Superintendent reported the retirement of Alice V. McIntire as Supervisor of Kindergartens, effective February 1, 1942. On motion by Committeeman Dr. Cassidy it was voted that Miss McIntire's resignation be accepted and she be retired in accordance with law and that a letter be sent to Miss McIntire expressing the committee's appreciation for her long and faithful service to the school children of Cambridge.

The Superintendent recommended that the supervision of the Kindergartens be placed under the direction of Elizabeth Butler, Supervisor of Primary Grades, for the remainder of the school year 1941 - 1942, without change of salary. On motion by Committeeman Fitzgerald it was voted to approve the Superintendent's recommendation.

On motion by Vice-Chairman Dr. Cassidy it was voted to make part of the records the following report of the Superintendent relative to the sales of Defense Savings Stamps in the Cambridge Public Schools from December to February:

SALE OF DEFENSE SAVINGS STAMPS

December	$2,634.65
January	$8,087.85
January	$6,807.25

The Superintendent recommended that the following dates for the Americanization meeting and the evening school graduations be approved:

Americanization meeting and elementary evening school graduation on Tuesday, March 24, at 8 p.m. in the High and Latin School.

Evening Industrial School and the Evening High School on Thursday, March 26, at 7:30 p.m. and 8:30 p.m. respectively.

On motion by Committeeman Fitzgerald it was voted to approve the Superintendent's recommendation.

It was unanimously agreed to continue the long established custom of having the Vice-Chairman represent the School Committee at the Americanization meeting and elementary evening high school graduation on Tuesday, March 24 at 8:00 p.m. in the High and Latin School. On motion by Committeeman Fitzgerald it was voted that the Chairman appoint members to represent the School Committee at the Evening Industrial School Graduation and Evening High School Graduation on Thursday, March 26, at 7:30 p.m. and 8:30 p.m. respectively.

The Superintendent presented the list of Parent-Teacher Pupil Meetings and members were assigned to attend these meetings as follows:

Roberts March 10 (Tuesday)
7:30 p.m. Mr. Fitzgerald
Fletcher March 10 (Tuesday)
8:00 p.m. Mrs. Conant
Morse March 11 (Wednesday)
7:30 p.m. Dr. Cassidy
Thorndike March 12 (Thursday)
7:30 p.m. Mr. Brooks
Putnam March 24 (Tuesday)
7:30 p.m. Mr. Fiztgerald
Longfellow March 25 (Wednesday)
7:15 p.m. Mr. Wood
Peabody March 25 (Wednesday)
7:30 p.m. Mr. Brooks
Wellington March 25 (Wednesday)
7:30 p.m. Mrs. Conant
Houghton March 26 (Thursday)
7:15 p.m. Mr. Wood
Agassiz March 26 (Thursday)
7:30 p.m. Dr. Cassidy
Abraham Lincoln March 26 (Thurs.)
8:00 p.m. Dr. Cassidy
High & Latin March 31 (Tuesday)
7:30 p.m. Mr. Brooks
Rindge Tech. April 8 (Wednesday)
7:30 p.m. Mr. Wood
Russell April 9 (Thursday)
7:15 p.m. Mr. Brooks
Ellis April 9 (Thursday)
7:30 p.m. Dr. Cassidy
Webster April 15 (Wednesday)
7:00 p.m. Mrs. Conant
Sleeper April 16 (Thursday)
2:30 p.m. Mayor Corcoran
Haggerty April 16 (Thursday)
7:30 p.m. Mr. Brooks
Kelley April 16 (Thursday)
7:30 p.m. Dr. Cassidy
Gannett April 17 (Friday)
2:30 p.m. Mrs. Conant
Willard April 17 (Friday)
2:30 p.m. Mrs. Conant

The Suprintendent presented the following communication from Prof. R. D. Douglass, State Coordinator of Radio Instruction:

February 18, 1942.

Mr. M. E. Fitzgerald,
Supt. of Schools,
Cambridge, Mass.

Dear Mr. Fitzgerald:

Please pardon me for not being more explicit in my letter to you requesting the use of laboratory space and classrooms in the Rindge Technical School for the course in Radio Instruction.

In a letter from the U.S. Office of Education under date of January 2 it states that the army and navy representatives have advised that our armed forces need a very large number of men with college grade radio training of all levels. They indicate that the need is urgent and that the number of men that could be used is reported to be practically unlimited. Estimates of the army needs alone are about 6,000 officers and 100,000 enlisted men besides several thousand civilian employees of professional grade. The National Association of Broadcasters has been asked by the army and navy to publicize this need for radio training and to assist educational institutions in securing the trainees for this work.

A program to be followed has been submitted to us by the U. S. Office of Education under the Engineering Science and Management Defense Training. It is our hope that 10,000 men may be trained in this state within the period of the next 32 weeks so you see that our authorization comes directly from the U. S. Office of Education. As you probably know all courses offered under the ESMDT will have to be sponsored by one of the institutions in the state who are now offering Defense Training courses. In this area courses are being sponsored by Northeastern University, Boston University, Boston College, and Mass. Institute of Technology. The U. S. Office of Education pays for all costs of instructions and all administrative work for the fulfillment of their programs. It further authorizes us to buy equipment up to 20 per cent of the total cost of that particular institutions program. We also expect to pay for other services such as light, janitor service and so forth.

In this area radio training courses will be offered in the Mass. Radio School, Newton Trade School, Salem, Lynn, Hyannis, Springfield, Greenfield, Pittsfield, Northhampton, Simmons, College, Wellesley College, and Mt. Holyoke College.

I will be glad to submit any other information which you may desire.

Very truly yours,
R. D. DOUGLASS,
State Coordinator

The Superintendent recommended that the program outlined in Prof. Douglass's letter be approved and that he be granted permission to use the laboratory facilities and classroom previously requested. On motion by Committeeman Robart it as voted to approve the Superintendent's recommendation.

The Superintendent recommended the following text - books for use in the public schools, this recommendation to lay on the table in accordance with the rules:

PUBLISHED BY WM. H. SADLIER

Land of Freedom by Jarrold and Riddell.

PUBLISHED BY HOUGHTON MIFFLIN CO.

On the Trail to Santa Fe by Violette
Making Meaning Clear, by McKee

PUBLISHED BY ALLYN & BACON:

First Course in New Mathematics, Grade 7 by Edgerton and Carpenter
Second Course in New Mathematics Grade 8, by Edgerton and Carpenter
Elements of English, Book 1 and 2 for Grade 7 and 8 by Center and Holmes.
Story of Our Country, Grade 8, by West and West.

The Superintendent presented the following recommendation relative to the National Citizenship Education Program:

IN SCHOOL COMMITTEE

March 2, 1942.

The National Citizenship Program is under the direction of the State Supervisor of Adult Civil Education.

Under the plan as proposed by the State Department of Education, Cambridge residents who are on the WPA rolls and have a college education are permitted to recruit and teach English and Citizenship to aliens residing in this city. For this activity they are paid by the Federal Government (WPA) the sum of $91.20 a month.

This is the only money expended in this city by the Federal Government under this project.

In view of the action taken by this committee at its last meeting, withholding its approval of payment of janitors salaries, I recommend that the project itself, insofar as it does not interfere with or infringe upon the work now being done by the Department of Americanization, be approved, with the provision that no cost to the city for any purposes whatsoever is incurred.

This will permit the National Citizenship Education Program to be carried on with classes held in clubs, homes and community centers where no expense to the city will be attached.

M. E. FITZGERALD,
Superintendent of Schools.

On motion by Committeewoman Mrs. Conant it was voted to approve and adopt the Superintendent's recommendation.

On motion by Committeewoman Mrs. Conant it was voted to adopt the proposed amendment to the rules, as submitted by her at the meeting of February 16, 1942 that "It is the policy of the School Committee to encourage all citizens to take an interest in the Cambridge Public Schools and if suitable arrangements are made with school principals Cambridge citizens are to be made welcome to all departments of our schools."

On motion by Committeeman Fitzgerald it was voted to approve the Text Books recommended by the Superintendent at the meeting of Feb. 16, 1942.

Committeeman Robart moved adoption of the proposed amendment to the rules, as submitted by him at the meeting of February 16, 1942 "that Sec. 6 of Chap. I and Sec. 1 and 2 of Chap. XXIII be striken out; and further, to strike from the rules any and all reference to the Committee on Building and Grounds and the Committee on Athletics wherever same may appear Rules relating to and duties heretofore delegated to the Committee on Buildings and Grounds and the Committee on Athletics shall be vested in the School Committee as a whole". Each member having spoken on the question Committeeman Fitzgerald moved the previous question. The motion for the previous question prevailed and the chair ordered the main question. It was then voted NOT to adopt the proposed amendment to the rules.

Committeeman Wood was given unanimous consent to withdraw a proposed amendment to the rules, as submittted by him at the meeting of Feb. 16, 1942, relative to the appointment of sub-committees in default of said appointments being made in January in accordance with the rules of the committee.

The Chairman appointed the following sub-committees:

Committee on Buildings and Grounds:
Ralph W. Robart, Chairman
Cora Butler Conant
James F. Fitzgerald

Committee on Athletics:
William F. Brooks, Chairman
Dr. James J. Cassidy
Russell A. Wood

Committeeman Fitzgerald moved adoption of the Superintendent's recommendation, as submitted at the meeting of February 24, 1942, that Gertrude . Trant be appointed a teacher of sewing in the Elementary schools at a salary of $1262 per year. Committeewoman Mrs. Conant stated that a group of ladies intended to send a communication relative to the appointment and asked the chairman if the letter had been received. The chair stated that he had received no such communication. During the debate the chair then announced that he had just received the following letter from the Cambridge League of Women Voters:

CAMBRIDGE LEAGUE OF WOMEN VOTERS

March 2, 1942.

Hon. John H. Corcoran, Chairman
Cambridge School Committee
1700 Cambridge Street
Cambridge, Mass.
Dear Mr. Chairman:

The Cambridge League of Women Voters respectfully requests the School Committee to grant a hearing on the matter of the appointment of a new sewing teacher.

Why were the qualifications for such a position set aside and is it possible to avoid the appointment of any new teacher by rearranging classes?

Thanking you for your consideration.

Sincerely yours,
Mrs. Samuel S. Stratton, President
Mrs. Robert Coit, Chairman,
Education Committee.

The chairman stated that this communication from the League of Women Voters was received after the meeting started and should not properly be made part of this meeting. Committeeman Wood moved that the Cambridge League of Women Voters be granted a public hearing as requested. Committeewoman Mrs. Conant seconded the motion. After considerable debate Vice-Chairman Dr. Cassidy moved the previous question. The previous question having prevailed the chair ordered the main question, the main question being the motion of Committeeman Fitzgerald for adoption of the Superintendent's recommendation relative to the appointment of Miss Trant. Committeeman Wood raised a parliamentary question and asked if his motion to grant a public hearing was not now before the committee. The chair ruled that Committeeman Wood's motion for a public hearing was out of order because Committeeman Fitzgerald's motion preceeded it. It was then voted on the following roll-call to adopt Committeeman Fitzgerald's motion, "that the Superintendent's recommendation, as submitted at the meeting of February 24, 1942, that Gertrude J. Trant be appointed a teacher of sewing in the elementary schools, at a salary of $1262. be adopted: Committeemen Brooks, Dr. Cassidy, Fitzgerald, Wood and Mayor Corcoran voting yes; Committeemen Robart and Mrs. Conant voting no. A motion to reconsider this vote hoping same would not prevail failed of adoption.

On motion by Committeeman Robart it was voted to take from the table the proposed amendment to the rules, as submitted by Committeewoman Mrs. Conant at the meeting of February 2, 1942, "that Chapter 8, Sec. 3, as appearing on Page 34 of the Rules of the School Committee be amended so as to conform to the minimum standards for the appointment of teachers in the Commonwealth of Massachusetts as recommended by the State Department of Education as follows: "Home Economics: The candidate must present a Bachelor's Degree from the Household Arts Department of a four-year college with twelve semester hours in education, including Home Economics education and practice teaching. The candidate shall have at least one year of successful Home Economics teaching experience." On the following roll-call it was voted on motion by Committeewoman Mrs. Conant that the above proposed amendment to the rules be adopted: Committeemen Brooks, Mrs. Conant, Fitzgerald, Robart, Wood, and Mayor Corcoran voting yes; Vice Chairman Dr. Cassidy voting no.

Committeeman Robart advised the Committee that the letter to the State Department of Public Safety, relative to the policy, if any, which has been adopted with respect to precautions to be taken to protect school buildings, and whether the buildings should be utilized for public observances, has been referred to him as Chief Air Warden for the city for his recommendations and suggestions. It was therefore voted to take this matter from "Waiting for Report".

Relative to the request that he and the headmasters of both high schools report on the advisability of granting full diplomas or war diplomas to boys who enter the armed services of the United States, the Superintendent submitted the following report and recommendation:

IN SCHOOL COMMITTEE

After consultation with Mr. Downey, headmaster of the High and Latin School and Mr. Wood, headmaster of the Rindge Technical School, I recommend that regular high school diplomas be granted to boys who enter the armed services of the United States when they possess sufficient school credits to be members in good standing of the senior classes in either high school but that no one be granted a diploma except on approval of the headmaster.

M. E. FITZGERALD,
Superintendent of Schools.

On motion by Committeeman Brooks it was voted to adopt the Superintendent's report and recommendation as set forth above.

The Superintendent reported progress in his investigation as to the advisability of establishing in the

Rindge Technical School a course in the art and manufacture of Plastics.

It was voted to refer to the Committee on Buildings and Grounds the report submitted by the Chief Custodian as to how many janitors were employed a year ago, how many are employed today and where they are permantly employed or assigned, and the report as to whether conditions are or are not sanitary in the Thorndike school and is the present custodian doing a competent and satisfactory job.

The list, submitted by the Dept. of Civil Service, of persons eligible for the position of janitor in the School Department at $30.00 per week was again presented to the School Committee. A motion that this list be referred to the Committee on Buildings and Grounds for recommendation failed of adoption. It was then voted on the following roll-call that the first two names on this list, namely John Splaine and Pellegrino Spagnuolo, be appointed janitors in the School Department at $30.00 per week: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, and Wood voting yes; Mayor Corcoran voting no. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Committeeman Robart advised the committee that Edward Toomey, who has been assigned for several years to cover the meetings of the School Committee for the Boston American has been commissioned in the Navy as an Ensign and it was therefore voted on motion by Committeeman Robart that the School Committee spread upon their records and transmit to Edward Toomey their congratulations upon his appointment as an Ensign in the United States Navy and to send him forth with their very best wishes for success and happiness in his new career.

Committeeman Wood called attention to te fact that there are representatives of the parents of the children in the Gannett School district who would like to address the Committee relative to the matter of closing the Gannett School. A petition has been presented from residents of the Gannett School district asking the School Committee to reconsider the closing of the Gannett School on Jefferson Street, Cambridge for the reasons (1) Because children of primary ages attend this school and would have to cross Cambridge Street, a main thoroughfare and travelled heavily by motor vehicles. This would result in the endangering of the lives and safety of the children. (2) The closing of the school would cause a hardship on mothers who would have to accompany the children to school. (3) The closing of this school would mean that the children would be sent to classes in other schools which are now overcrowded. On motion by Committeeman Wood it was then voted that the proponents of this petition be given a hearing at this time. Mesrs. Alfred Vellucci of 52 Porter Street, Cambridge, and John Piccrullo, of 7 Jefferson Street, Cambridge appeared before the Committee and outlined the dangers and inconveniences that would result if the Gannett School were closed.

On motion by Committeeman Brooks it was voted that the Secretary of the School Committee communicate with the Secretary of the Cambridge Housing Authority for the purpose of determining, if possible, the date on which the new housing unit will be available for public occupancy and requests the Housing Authority to communicate with the School Committee at a date prior to the opening of this housing unit so that the committee may be advised sufficiently in advance of the actual opening of the housing unit for public occupancy.

On motion by Committeeman Robart it was voted that meetings of the budget be held in the School Committee offices, 1700Cambridge St., Cambridge in executive sesion.

Committeeman Brooks offered a motion that a meeting on the budget be held on Monday, March 9. It was then unanimously agreed that His Honor, the Mayor would confer with the Superintendent of Schools to arrange a date for this meeting suitable to all the members.

It was voted to adjourn.

ADJOURNED:
EDWARD J. O'CONNELL
Secretary of the School Committeee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

March 16, 1942.

Members present: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, and Wood.

In the absence of the chairman and Vice-Chairman it was unanimously voted that Committeeman Brooks act as chairman.

Committeeman Fitzgerald moved that the minutes of the special meeting of February 24, 1942 and the regular meeting of March 2, 1942 be approved as printed. Committeewoman Mrs. Conant stated that "in her opinion there was no meeting on February 24, 1942 as the Mass. State Law requires that votes of the School Committee be taken in open meeting. After conference with counsel, I find that an open meeting must be held at a place to which the public is accustomed to go, at a time which has been previously announced. Action taken at about 10:00 p.m. at the Hotel Commander on February 24 is, in counsel's opinion, not action taken in an open meeting and has no standing. In order to have the Superintendent present the name of Miss Trant as a teacher of sewing a vote was necessary on February 24 to suspend the rules. This vote has no standing. This means that her election on March 2 also has no standing. I will not sign for her salary and will notify the auditor of my action". The chair ruled that the meeting of February 24 was called as a result of a motion adopted at a prior meeting and the motion to adopt the minutes as printed is a proper motion. The chair further ruled that the meeting of Febuary 24, was a validly called meeting and anything transacted at said meeting was binding on this Committee. Committeewoman Mrs. Conant appealed from the ruling of the chair. On a viva voce vote the chair was sustained. A motion for the previous question prevailed and the chair ordered the main question. It was then voted to adopt the motion as submitted by Committeeman Fitzgerald that the minutes of the special meeting of February 24, 1942 and the regular meeting of March 2, 1942 be approved as printed. Committeewoman Mrs. Conant is recorded as voting no. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

A communication was presented from John Temple, requesting the committee to advise him as to his status with relation to the position of basketball coach. Committeeman Robart moved that the secretary advise Mr. Temple that the wording "unexpired term" was in error inasmuch as Thomas J. Murphy has never presented a resignation as basketball coach to the School Committee and therefore Mr. Murphy has only temporarily relinquished the postion. For these reasons Thomas J. Murphy is and has been the only recognized coach of Basketball at the Rindge Technical School. It was then voted to refer Mr. Temple's communication to the Committee on Athletics for action.

It was voted to make part of the records the following communication from the City Solicitor relative to the position of Teacher of Salesmanship:

CITY OF CAMBRIDGE
LAW DEPARTMENT

Mr. Edward J. O'Connell,
Secretary of School Committee
17 Cambridge Street

Dear Sir:

I acknowledge your letter of March 4th and have noted the additional information as to the teacher of Salesmanship.

From that information it appears that this position had never been previously created by a vote of the School Committee. I am therefore giving the further opinion that the committee cannot legally appropriate money to pay for such a position.

Would you kindly communicate this letter modifying my opinion of February 24, 1942, with respect to Mr. Edmund J. Murphy and the position of Teacher of Salesmanship in light of the more recent information that you have furnished me.

Yours very truly,

JOHN A. DALY,
City Solicitor

It was voted to refer to the committee on Athletics various applications for positions of coach.

On motion by Committeeman Fitzgerald it was voted to approve the following corrections in dates of Parent-Teacher-Pupil meetings as recommended by the Superintendent:

Putnam: From March 24 at 7:30 to March 23 at 7:30, Mr. Fitzgerald.

Agassiz: From March 23 at 7:30 p.m. to March 23, at 7:30 p.m. Dr. Cassidy.

Lincoln: From March 26 at 8:00 p.m. to March 23, at 8:00 p.m. Dr. Cassidy.

High and Latin: From March 24 at 7:30 p.m. to April 7 at 7:30 p.m. Mr. Brooks.

Houghton: From March 26 at 7:15 p.m. to April 14 at 7:15 p.m. Mr. Wood.

NEW DATES

Boys' Vocational April 13 (Monday) 8:00 p.m. Mr. Brooks

Girls' Vocational April 22 (Wednesday) 1:00 p.m. Mrs. Conant.

The Superintendent presented a communication from Joseph R. Powers, teacher in the Rindge Technica School, advisng that owing to contagious illness in his home he was compelled by law to remain away from his classes and requesting that he be allowed to include this absence as part of the ten-day sick leave allowed by the rules of the School Committee. The Superintendent recommended that the four days absence of Mr. Powers be counted as part of the ten-day sick leave permitted by the Rules of the School Committee. On motion by Committeeman Fitzgerald it was unanimously voted to suspend the rules for the purpose of taking action on the Superintendent's recommendation. It was then voted on motion by Committeeman Fitzgerald to adopt the Superintendent's recommendation that Joseph R. Powers receive full pay for the four days he was absent because of contagious illness in his home and that these four days be deducted from the ten day sick leave allowed under the rules of the School Committee. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

It was voted on motion by Committeeman Fitzgerald to approve a recommendation submitted by the Business Agent that in addition to the amounts appropriated in 1941 to the accounts listed below, that the additional sums listed opposite each account be appropriated, said sum ($926.49) to be provided by transfer from the 1941 appropriation for "Light and Power at Rindge".

Supplies	$772.96
Fuel	126.89
Repairs	26.64
	$926.49

It was voted on motion by Committeeman Fitzgerald to approve a recommendation of the Business Agent that in addition to the amounts appropriated in 1941 to "Lunch Room Supplies" that the additional sum of $1,112.62 be appropriated to "Lunch Room Supplies", said sum to be provided by transfer from the 1941 appropriation for "Tuition".

On motion by Committeeman Fitzgerald it was voted to approve a recommendation of the Business Agent that in addition to the amounts appropriated in 1941 to the accounts listed below, that the additional sums isted opposite each account be appopriated, said sums ($499.95) to be provided by transfer from the 1941 appropriations for "Heating at Rindge":

Lunch Room Supplies	$411.12
Furniture and Furnishings	88.83
	$499.95

Committeeman Robart, chairman of

the Committee on Buildings and Grounds, submitted the following report:

COMMITTEE ON BUILDINGS AND GROUNDS

Meeting of Sunday, March 15, 1942
Present: Ralph W. Robart, Chairman
Mrs. Cora Butler Conant
James F. Fitzgerald

It was voted to recommend that Edward J. O'Connell serve as secretary to the Committee on Buildings and Grounds.

It was voted to recommend that Mary A. Moynihan, having reached the retirement age and after having completed 32 years of service as a janitress in the School Department, be placed on Pension (at her own request) in accordance with Section 44, Chapter 32 of the General Laws.

Your Committee wishes to report that a meeting was held with all the headmasters, masters, principals and heads of Departments on Thursday, March 12, 1942 at which Chairman Ralph W. Robart and Mrs. Cora Butler Conant, of the Committee on Buildings and Grounds, outlined the policy of the Committee on Buildings and Grounds with reference to upkeep and cleanliness of school buildings.

It was voted to recommend that William Sheridan, custodian of the Thorndike School, be informed that the building shall be cleaned forthwith and that an inspection will be made by the Committee on Buildings and Grounds in the immediate future and unless such inspection meets the approval of the committee further action will be taken. (Copy of this notice to be sent to the master of the Thorndike School).

It was voted to acknowledge two letters received from Wm. J. Cunningham, Master of the Russell School, relative to the breaking of windows in the Russell School on March 12 and March 13, and that a letter be sent to the Chief of Police appealing for protection.

It was voted that all janitors appointed since January 5, 1942 be requested to appear at the next meeting of the Committee on Buildings and Grounds for the purpose of outlining the policy of the committee.

It was voted that the Director of Civil Service, Mr. Lupien, be requested to advise your committee what duties certifies special matrons and matrons for when he submits a certified list and what is the scope of duties in each instance: And, further, whether the School Committee may delegate to the Superintendent of Schools, or other officer of the committee, the right to suspend or discharge a civil service employee pending a report of said action to be made to the School Committee for their consideration and determination.

It was voted to recommend that the Committee on Buildings and Grounds be authorized to interview persons appearing on the civil service janitors list prior to the submission of the recommendation for appointment to the school committee.

It was voted to recommend that the request received from John Mooney, Custodian of the Peabody School, for retirement on pension be held in abeyance pending conference between Mr. Mooney and the Chief Custodian.

It was voted to recommend that the Chief Custodian shall be granted authority to transfer custodians and janitors without change in salary, said transfers and the reasons therefore, to be reported to the next succeeding meeting of the Committee on Buildings and Grounds.

It was voted that the Chief Custodian ascertain the cost of washing windows on the outside at the Rindge Technical School.

It was voted that the Chief Custodian be granted authority to consult with the Salvage Committee relative to disposal of waste paper and present his findings and recommendations to the Committee on Buildings and Grounds.

It was voted that the Chairman of the Committee on Buildings and Grounds be authorized to confer with the sub-committee of the City Council relative to the shower bath facilities at the Thorndike School.

It was voted to recommend approval of a recommendation submitted by the Chief Custodian that the sum of $450.49 be transferred from the Rindge Technical School WPA project to the High and Latin School project.

It was voted that the Chief Custodian look into the possiblity of having all coal intended for our school buildings, weighed by a city weigher before being delivered to the respective schools.

It was voted to adjourn.

Adjourned:

RALPH W. ROBART, Chairman

Committeeman Fitzgerald moved that the report be accepted and the recommendations adopted. With reference to the resignation of John Mooney Custodian of the Peabody School, which the Committee on Buildings and Grounds recommended be held in abeyance pending a conference between Mr. Moony and the Chief Custodian, Committeeman Robart advised that since the meeting of the Committee on Buildings and Grounds he had received another letter from Mr. Mooney asking that he be pensioned. Committeeman Robart then moved to amend the report of the Committee on Buildings and Grounds by striking out the words "that the resignation of Mr. Mooney be held in abeyance" and inserting in place thereof the words "that Mr. Mooney's request be granted and that he be retired on pension". After considerable discussion Committeeman Robart was given unanimous consent to withdraw his amendment and it was voted to adopt Committeeman Fitzgerald's motion that the report of the Committee on Buildings and Grounds be adopted as presented and the recommendations contained therein be approved.

On the following roll-call it was voted on motion by Committeeman Robart that the sum of $655.49 be appropriated to "Pensions" to cover the retirement of Mary A. Moynihan, janitress at the Lowell School, said sum to be included in the budget for the year 1942. Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, and Wood voting yes; Mayor Corcoran absent.

On motion by Committeeman Robart it was voted that the secretary be instructed to convey to Mary A. Moynihan, who has retired as janitress in the School Department after having given 32 years of exemplory service the committee's sincere appreciation for her many years of service to the teachers and pupils of the Cambridge School System and to extend to her their earnest wish for many years of health and happiness.

On motion by Committeeman Fitzgerald it was voted that the text books recommended by the Superintendent at the meeting of March 2, 1942 be adopted.

With reference to the opinion of the City Solicitor presented to the School Committee at a regular meeting held on March 2, 1942, and relating to the payment of salaries to certain individuals, Committeeman Robart moved that all persons set forth in the City Solicitor's letter as being eligible for payment of salary be paid from January 5, 1942 to the time they were returned to their former status. It was voted to adopt a substitute motion by Committeeman Wood that the chairman appoint a committee of two to confer with the City Solicitor relative to his opinions in the above matter. The chair appointed Committeemen Brooks and Fitzgerald.

It was voted to lay on the table the following report, as submitted by the Superintendent as to the aims and administrative responsiblities of a Department of Vocational Guidance and a statement of the professional and other qualifications of a director:

IN SCHOOL COMMITTEE

March 16, 1942.

Report on Vocational Guidance

I have been asked to "draw up and submit a statement as to the aims and administrative responsiblities of a Department of Vocational Guidance and a statement of the professional and other qualifications of a Director".

The subject of vocational guidance is not a new or untried experiment in the Cambridge School System. For the information of the members of the School Committee I am enclosing a report on vocational guidance adopted by the Cambridge School Committee on June 15, 1939. The work has been handled by volunteer counselors from the two high schools who have given of their time and effort unsparingly to make this program a success.

The committee of three counselors from the High and Latin School consists of:

Garrett D. Foley
William M. Fraser
Katherine F. Connell

Rindge Technical School:
Francis T. McCabe
Thomas J. Murphy
William R. Wadden

Since this volunteer work on the part of the counselors has been established, 262 boys and girls have been placed in full time work and 366 boys and girls have been placed in part time work.

The candidate for the position of Director of Vocational Guidance should possess a Bachelor's degree from an accredited college and Masters' degree from an accredited School of Education, part of the graduate study being spent in the problems of guidance and tests and measurements. He should have at least seven years successful teaching experience in high school work.

The Director should cooperate with all sections of the School Department but particularly the Department of Tests and Measurements; the Deans in the High and Latin School, the Headmasters and Assistant Headmasters of both high schools. Three teachers from each high school would assist as counselors.

A few of the aims and responsbilities of the director of Vocational Guidance are hereby enumerated:

Personnel Records and Research

1. School records of achievement, intelligence, health, personality, home conditions, aptitudes and handicaps, work experience, vocational interests, plans, etc.

2. Records of available jobs, success of previous workers of the firm, different kinds of workers desired, wages, training required and offered, and promotional policy of the firm.

3. Follow-up records of individuals placed.

4. Studies of employment trends and of factors conditioning the success of young workers.

Counseling

1. Friendly, helpful, individual contacts with all who leave school by graduation or otherwise and who are in need of assistance.

2. Information and advice about educational opportunities in day, evening, continuation and vocational schools.

3. Information and advice about steps to be taken in choosing an occupation for those who need such help.

4. Information about specific jobs, and how to apply for them.

5. Advice about looking for a job; information about permanent, temporary, and part-time work.

6. Information and advice about opportunities for growth in service, earning promotion, changing jobs.

7. A course of occupations should be given to members of the Senior Class.

The Organization of Placement Office

1. To make contacts with employers. At least half of the time of the placement counselor should be free from office routine for outside calls on employers.

2. To receive calls from employers whenever vacancies occur.

3. To refer applicants to employers with the necessary credentials.

4. To follow up all placements within a short period and again at regular intervals.

5. To keep records of all applicants for placement.

6. To maintain necessary data concerning graduates of the senior high schools.

M. E. FITZGERALD,
Superintendent of Schools.

Report on Vocational Guidance

June 15, 1939.

We have found and we are in agreement that vocational guidance is an educational process designed to lead a student by means of counsel to a knowledge of his own interests and abilities in order that he may choose his life's work wisely and prepare for it intelligently.

I recommend that the School Committee approve a course in vocational guidance which will include instruction for the seventh and eighth grades of the elementary schools, the High and Latin School, the Rindge Technical School and the Boys' and Girls' Vocational Schools.

I would recommend that the Assistant Superintendent of Schools be assigned to the administration of this program. We have been in close contact with the officials of the School department of the City of Boston on several occasions. We have devoted considerable time and study to this program and have consulted men who are in charge of work in Boston and other places and we have taken their advice that the proper way to install this program is to gradually develop it by adding to it as the exigencies of the course demand.

I would advise the Committee to proceed in the organization of the Vocational Guidance program from September until the first of the year in such a manner that there will be very little expense incurred. Vocational guidance in other places is a very expensive proposition. Cambridge is not in a position at this time to expend any large sums of money to carry out this program.

In my understanding of vocational guidance there are three techniques which are to be considered: Counseling, Placement and Follow-up.

I recommend that counsellors be appointed as follows: three in the High and Latin School, three in the Rindge Technical School and one each in the Boys' and Girls' Vocational Schools. These counselors will serve without extra compensation. The work of these counselors will be so arranged that they may have two or three free periods in which they could devote that time and outside time to the completion of its program.

The first step in this program is to make a thorough study of all the industries of the City of Cambridge. This work must necessarily be performed by members of the personnel of the school department who must be familiar with what the schools are doing and who must of necessity be tactful.

It will be necessary as this program develops to devote considerable time on the part of the counselors to follow-up work. The follow-up must also be performed by the counselors and this may be done by (1) visits to places of employment; (2) by mail; and (3) by visits to the homes.

It is my intention to have expert instuction given to the teachers by a person who is actually in charge of this work in the public schools.

If the committee approves of this program each member will receive all materials which we intend to use in the administration of this work.

Emphasis will be placed on educational guidance as well as vocational in this plan.

Respectfully submitted,

M. E. FITZGERALD,
Superintendent of Schools.

Relative to the motion that the secretary study and report as to the best method of printing the minutes of the proceedings of the School Committee meetings, it was voted on motion by Committeeman Robart that bids be advertised for the printing of said records.

Reporting on the request of the City Manager that arrangements be made for the removal of the School Department Supply Room from City Hall, the Superintendent advised that he will merge the airplane course into one room and use Room 141 for the stock room. On motion by Committeeman Robart it was voted that the Superintendent be granted full power to consumate the transfer of the School Department Stock Room from City Hall to the Rindge Technical School.

It was voted on motion by Committeeman Robart that the matter of studying the advisability of setting up a more comprehensive program of physical education for the boys and girls of the 8th grade and the high schools be referred to the Committee on Athletics.

Committeeman Fitzgerald presented the following proposed amendment to the rules, which lays on the "Calendar": "In the event any member designated to sign payrolls refuses to sign same the payroll shall then be submitted to the remaining members of the School Committee for their signature, or a majority of the members. If a majority signs the payrolls the auditor shall be notified of the action of the majority and he shall honor the payroll in its entirety.

Committeewoman Mrs. Conant moved that the chair appoint a committee of three to confer with our Department of Americanization and with the state department which is in control of the National Citizen's Education Program, in order to present to this committee the plans of both organizations for the aliens of Cambridge, such a report to cover size of classes, places and hours of meeting of classes, training of teachers, number of teachers, duties of teachers, character of program offered aliens, and any other matters necessary to a clear understanding of this matter. It was then voted to adopt a motion that Committeewoman Mrs. Conant's motion be referred to Mrs. Rose Rondeau, Director of Americanization in the Cambridge School Department and that Mrs. Rondeau be requested to appear before the Committee at its next meeting for the purpose of discussing Committeewoman Mrs. Conant's motion.

Committeeman Fitzgerald in the chair.

On motion by Committeeman Brooks it was voted that the Rindge Technical School Basketball Team, the coach, the faculty manager and the Director of High School Athletics be granted permission to participate in the New England Basketball Tournament to be held at New Haven on March 19, 20 and 21.

On the following roll-call it was voted to adopt a motion by Committman Robart that a sum not to exceed $75.00 be appropriated to the item "Travel Outside State" to partly defray expenses of any members of the sub-committee on Athletics who attend the New England Basketball Tournament at New Haven for the purpose of supervision: Committeemen Brooks, Fitzgerald, Robart and Mr. Wood voting yes; Committeemen Dr. Cassidy and Mrs. Conant voting no; Mayor Corcoran absent.

Committeeman Robart presented the following amendment to the rules which lays on the "Calendar" in accordance with the rules: "That the second sentence of the second paragraph on Page 29 of Section 3, Chapter IX, of the rules of the School Committee be amended to read as follow: For the major subject, 30 per cent shall be allowed; for each minor subject 15 per cent shall be allowed; for amount, quality and character of experience, 40 per cent shall be allowed - making a total of 100 per cent."

It was voted on motion by Committeeman Robart that the coach of the Rindge Technical School Track team and members of the Rindge Technical School Track team be congratulated for having won the Tech Tournament and the State Track Championship.

Vice-Chairman Dr. Cassidy in the chair.

Committeeman Brooks presented the following proposed amendment to Section 4 of Chapter XXII of the Rules by inserting after the words "may be absent on account of personal illness" the words "or exposure to contagious disease." The proposed amendment lays on the "Calendar" in accordance with the rules.

On the following roll-call it was voted NOT to adopt a motion by Committeeman Wood to convene into executive session: Committeemen Wood, and Vice-Chairman Dr. Cassidy voting yes; Committeemen Brooks, Mrs. Conant, Fitzgerald and Robart voting no; Mayor Corcoran absent.

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL,

Secretary of the School Committee

SCHOOL COMMITTEE
(OFFICIAL REPORT)

Wednesday, April 1, 1942

SPECIAL MEETING: Called by His Honor, Mayor John H. Corcoran, acting under Section 3 of Chapter 1 of the Rules of the School Committee, for the sole purpose of receiving in executive session, the report of Patrick J. Moynihan, C.P.A. who was employed by vote of the School Committee adopted at a regular meeting held on February 16, 1942 to conduct a thorough survey of all business activities under the jurisdiction of the School Committee.

Members present: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

Patrick J. Moynihan presented the following report of the survey of the business activities under the jurisdiction of the School Committee.

PATRICK J. MOYNIHAN, C. P. A.
510 Statler Building

Auditor and Tax Consultant
Boston, Mass.

April 1, 1942

To the City of Cambridge School Committee
1700 Cambridge Street,
Cambridge, Mass.

In accordance with the letter of instructions received from your body, a copy of which is attached in Schedule A, I have undertaken and completed a survey of the business practices, books and records of the Cambridge School Department.

I cannot accept complete responsibility for the fiugures presented in the accompanying schedules, though they have been tested for accuracy and appear to be substantially correct. Your records have been maintained in a very unsatisfactory manner. They are confused and unreliable. The conditions of the records makes impossible a detailed audit of accounting value without an extraordinary expenditure of time. Nothing in this report is to be interpreted as implying dishonesty on the part of any official or employee, but there are many evidences of gross carelessness, incompetency and indifference to responsibility in the management of the business activities of the department.

The recommendations submitted throughout this report for your approval are intended to provide a more economical administration of the department's business affairs without eliminating or limiting services. In putting them into effect no present employee need be dismissed though transfers and a redistribution of work activities are necessary.

The survey began February 24. It included an examination of all records, forms in use, statements and business procedures incident to the administration of the School Committee's business affairs. Visits were made to the Vocational Schools, the Rindge Technical School, High and Latin School, the lunchrooms in both buildings while in operation, the main stockroom in City Hall, the stockroom in the High and Latin School and some of the bookrooms in the Rindge Technical building. In general, necessary records are not satisfactorily maintained and when maintained they were inadequate and of little administrative value. The exceptions are:- the Boys 'Vocational School where a complete and up-to-date set of records is maintained, the supply stockroom in the Rindge Technical School and the mathematics department of the same institution.

As examples of unsatisfactory records I submit:

(1) The school expense book in the Business Agent's Office has not been footed since 1940. In its present form it is valuless as a cost record. The entries include only direct shipments to the schools for which vendors' bills have been received. Supplies shipped from the stockroom to the various school units are not re-

corded. Figures are entered in columns without headings or other identification. The Central Vocational School and Central Trade classes were consolidated into the Boys' Vocational School in 1937. The names of the old units are still carried separately in the school expense record for 1941 and expenses are entered under headings out of existence for almost five years.

(2) The Rindge Technical School has taken no inventory of lumber, electrical supplies, printing supplies, or supplies for other departments during the past three years. No job tickets have been prepared or issued for work assignments in the various departments. There is no record of the disposition of fabricated material other than the general statement that all production was for the school system. Items fabricated in the vocational and technical schools for use in schools are as much a part of the cost of upkeep as if purchased. The necessity for a proper and complete record and a periodic inventory is obvious. During 1941 electrical supplies costing $1,099.29, lumber and woodworking supplies costing $1,446.07, printing department material costing $582.43, and supplies for the automobile department of $221.95 were purchased and delivered. There is no record anywhere which undertakes to give the disposition of these purchases.

(3) No inventory of books, supplies or material has been taken in the main stockroom for three years. Shipping records for outgoing material are not complete and have not been posted to the inventory cards for four years. Only shipping records involving supplies and materials for state aided courses have been forwarded to the Business Agent's Office.

(4) The expense book for state aided courses maintained in the Business Agent's Office have not been posted since September 1941 because "the office ran out of forms". It has been the practice to complete this record but once a year and then immediately before submission to the State Department of Education.

(5) The inventories of food and supplies in the lunchrooms at the end of each month have been taken regularly as required by Section 8, Chapter 12 of the Rules and Regulations, but have not been extended or footed or completed in the Business Offices since January 1941.

6. No formal records have been maintained for the athletic fund. Four bank statements (so necessary because of the lack of formal records) and their accompanying cancelled checks are missing.

(7) The records of receipts and disbursements for the calendar year 1941 was not completed March 5, 1942.

(8) The stockroom in the High and Latin Schools is without record of any kind. Last inventory was reported taken in June 1941, but there is no copy in the stockroom and no record in the Business Agent's Office. There is no record of incoming shipments and no record of requisitions submitted by teachers. The latter are prepared on scraps of paper which are promptly torn up when the books are delivered by pupil messengers. On the day of my visit about sixty books were reported delivered to the classrooms on the requisitions of teachers. These requisitions were destroyed. The stockroom corridor furthest from the entrance is very dark and book titles cannot be read in the daylight. A single electric light bulb in the overhead center would correct this condition.

This failure to maintain proper records explains the difficulty in getting a true financial appraisal of the School Committee activities and particularly true costs. Inventories of merchandise and supplies at regular and specified intervals are necessary for correct costing, for proper control of dispositions of materials and even more important, as a guide to purchasing. The quantity on hand presently available for use, and for prior rate of consumption are essential items of information for any sound and intelligent purchasing program. Officials charged with the disposition of public funds are under obligation to keep adequate records to justify, not alone the disposition of the funds, but the disposition of the materials purchased by them.

Business Offices

The business organization consist of a Business Agent, Purchasing Agent, with the title of Assistant Business Agent and five clerks, broadly classified as telephone operator, certification clerk, assistant to the purchasing agent, payroll clerk and bookkeper. The clerical force is sufficient for the business needs of the department, but a redistribution of work routine is desirable to more equitably apportion the clerical load and to facilitate keeping the work up to date.

The Business Office should do something more than automatically accept and record figures submitted to it. By a series of comparisons. it should establish the trends of expenditures for the guidance of the School Committee and its subordinate units. It should establish as far as possible the accuracy of the figures submitted by units of the school system and other city agencies. Through personal observation and visits to the schools and departments it should determine if proper business precedures are followed and it should be alert to the legal and business obligations of all related agencies so as to secure speedy and accurate information for its own purposes.

It is the responsibility of the Business Agent to see that all units of the school system feeding into the business offices maintain proper records. Their failure to do so should be reported to the Superintendent. The latter must depend upon the Business Agent for statistical information and the interpretation of results appearing in the records. It is impossible for a Business Agent to properly supervise clerical and business activities of a department if he engages his time in clerical work which should be done by his subordinates. The Business Agent now writes the names of all teachers into the payroll book in longhand, computes leaves of absences each month for payroll purposes, prepares all checks for the High School Athletic Fund, and keeps such records of this fund as exist filed away in his own desk. This detail can all be done by his subordinates. The time of the Business Agent should be devoted to administrative direction.

Below is a detail of major errors and faulty business practices which alertness and a proper sense of responsibility could have avoided. They include the omission of the receipts of a substantial amount from the records ,delinquency in following up tuition bills for non-resident pupils over a period of eight years failure to file 1941 bills within the legal limit, offering bills properly chargeable against the 1941 appropriations to the City Auditor for approval in 1942 in violation of the statutes, and failure to use the income from two trust funds for the benefit of the pupils and the school system.

(1) A sum of $5,025.65 paid to the City Treasurer by the Commonwealth of Massachusetts for tuition of state wards on November 20, 1939 was not included in the School Committtee's records for that year. This is an annually recurring item of revenue. Its exclusion gives an incorrect total for revenue and also of net school cost for that year. The published report is incorrect. There is no satisfactory explanation forthcoming for this ommission.

(2) Bills for tuition of non-resident pupils totalling $4,698.69 remain open on the books. They include items dating back to March 1934. Of this amount $656.10 is beyond the six year limitation and definitely uncollectible. Responsibility for collecting tuition bills rests with the City Treasurer, but the Business Agent should assume the responsibility, with or without direction, of notifying the Superintendent in writing of unpaid items so that appropriate action may be taken in accordance with the rules of the School Committee. In one instance bills were issued to an Arlington parent beginning February 21, 1935, and continuing

through December 16, 1935, March 6, 1936, November 16, 1936, October 27, 1937, October 29, 1938, May 3, 1939, October 10, 1939, in an amount of $120 each, a total of $720. There is no record of any correspondence with the Superintendent or the City Treasurer relative to the delinquency of this item and other items of a similar nature. Even after the bills are forwarded to the City Treasurer for collection, there is a continuing responsibility upon the business agent to follow the records and make report of open items to the Superintendent.

Five non-resident pupils who attended Cambridge Evening High School during the season 1937-1938 are recorded as attending until March 23, 1938 (the end of the season,) notwithstanding Section I, Chapter XVI of the Rules and Regulations. Tuition for these attendances totalling $120 was unpaid March 5, 1942 In this instance the principal's neglect to notify the Business Agent's Office was a violation of rules and regulations. The Business Offices accepted the notices apparently without taking steps to report the negligence of the principal or follow up the collection of the items afterwards.

The City Treasurer's office has irregularly reported its cash collection to the Business Agent. Only three reports were made during 1941, on February 4, March 27, and September 29. Under date of February 20, 1942 the report of collections included moneys received by the treasurer as early as October 1941. Of 26 items in this report, 20 were 1941 collections. The School Committee sends its cash intake to the Treasurer's office daily. The City Treasurer's office should be requested to report collections also each day so that the cash receipts can be posted daily.

(3) Vendor's bills totalling $16.-649.45 chargeable against the 1941 appropriation were forwarded to the City Auditor for approval and payment on the following dates:

January 26 1942
January 29, 1942
February 11, 1942
February 25, 1942
March 4, 1942

Under the law the Business Office is required to file with the City Treasurer a record of all unpaid invoices and commitments chargeable to the 1941 appropriations within 10 days following the close of the fiscal year.

Section 56A of the General Laws of Massachusetts which was adopted in 1934 (Chapter 299 of the Acts and Resolves) reads:

> "The financial year of all cities of the Commonwealth shall end on December 31 and the returns made to the director under Section 43 shall show the financial condition of the city at the close of business on that day, provided that the treasurer shall until January 10 enter in his books all items for the payments of bills incurred and salaries and wages earned during the previous year and expenditures therefor shall be deemed to be as of December 31 preceeding."

The 1941 legislature, through Chapter 179 of the Acts and Resolves of that year, permitted towns within the Commonwealth to make appropiations for unpaid bills at the end of that year, under certain requirements and conditions. The 1941 statute specifically excluded cities from its provisions. The intent of the legislature as expressed in the 1941 statutes requires cities to close their records not later than the 10th of January each year. Bills are paid by the City Treasurer on approval and authorization of the City Auditor whose responsibility is to examine into their legality and approve them for payment. The City Auditor received 1941 invoices on January 26, February 11 and March 4 long after the expiration of the 10-day statutory period. There is no record of prior notification to city treasurer of these outstanding obligations. The payments of over $16,000 by the City in this instance appear to be illegally and improperly made. Under the statutes no official had the power to authorize payment of 1941 bills after January 10, 1942.

When these late bills were first directed to the attention of the Business Agent he stated that they were to be charged to the 1942 appropriation and that the practice in past years was to apply unpaid items of one year against the succeeding year's appropriation. The next morning, on March 10 he reported a telephone conversation with the City Auditor as a result of which the bills were to be paid out of the 1941 appropriations. Even if this were legally possible, there were not sufficient balances in some of the budget items. Under date of February 27 a recommendation was made to the School Committee to overcome this difficulty by transferring the following items:

TO:

Supplies	$772.95
Fuel	126.89
Repairs	26.64
Lunchroom Supplies	1,523.74
Furniture and Furnishings	88.83

FROM:

Light and Power - Rindge	$926.49
Tuition	1,112.62
Heating at Rindge	499.95

In approving the transfers the School Committee appears to have acted illegally in that any opportunity for disposing of unexpended balances from the 1941 appropriation terminated on the 10th of January 1942. The balance automatically reverted to the general treasury on that date.

In the budget data now before the School Committee the 1941 expenses are understated by $4,359.15. These are 1941 obligations which have not been included in the business records for that year.

(4) Under date of November 17, 1941, the School Committee voted to transfer $4,000 from the item of teachers salaries to the athletic fund. Soon after proposals for bids were sent to vendors of athletic supplies. The proposals included 46 items. The bids were accepted at the meeting of December 19, 1941. A motion for reconsideration of the acceptances was filed with the clerk of the School Committee at 10:52 a.m. December 20, 1941, in compliance with Section X, Chapter IV of the Rules of the School Committee. This had the effect of holding up action on the bids approved at the meeting the preceding evening. The records show an order dated December 26, 1941 upon one of the bidders totalling $464.50 itemized as follows:

16 doz. quarter sleeve shirts at $4.00 a doz.	$64.00
50 doz. supporters at $3.10	155.00
20 doz. pr. of hose at $2.65 per doz.	132.50
20 pr. of rib pads at $3.20	64.00
7 Shoulder Pads at $7.00 a piece	49.00

In the original proposals only six dozen white shirts were specified. Sixteen dozen were ordered. The unit price of $4.00 a dozen is contrasted with a bid from the same firm of $3.50 about a week earlier. The items of supporters, hose and rib pads were not included in the original proposal. Shoulder pads were ordered at $7.00 apiece. The bids for shoulder pads were:

J. W. Brine Co.	SP 38	$5.40
	SP 10	4.95
Iver Johnson	SSA	6.90
	*32	5.24
Horace Partridge	WD131	5.04

The order when placed included SSA pads at $7.00 apiece. There are definite indications this order was actually placed on January 16, 1942, though the purchase order is dated December 26, 1941.

(5) Two trust funds, the income from which has been available to the School Committee since 1933 and 1934, respectively, have not been used.

The Edward L. Kingman Fund was established in 1933, under the will of Alice N. Kingman. The income from a principal investment of $1700 was to be paid annually to the student graduating from Cambridge High or Latin School with the highest grade during the student's first year in college. If the pupil securing the highest grade did not attend college then the income was to be paid to the pupil with the highest grade who did go to college. The income was to be identified as the Edward L. Kingman Scholarship. The income from this fund has not been used. The accumulation now amounts to $533.56. There are at least eight former students of the High and Latin School to whom this accumulation is legally due.

The John Wesley Freese Fund was created in 1914. At the end of twenty years three-fourths of the annual income became available to be expended each year for books or works of art for the Houghton School. The income from this fund has not been used since 1934. One quarter has added annually to the principal and three-fourths transferred to the city but not expended.

The Georgia Hardy Fund consists of a share of telephone stock held by the city treasurer. This was established to provide an income for prizes in spelling contests. The income of the fund is about $9.00 a year. In 1940, $1.34 was used and $1.52 in 1941.

As a safeguard the city solicitor should be asked to advise if the executors of these respective wills or the the heirs of the donor have the right to intervene and deprive the School Committee of the further advantages of these funds because of repeated failure to carry out their purpose.

Division of Labor

All work activities related to a particular division of clerical labor should be performed as far as possible by the person assigned to that division. The Purchasing Agent's office is burdened with much detail not relating to purchasing. His secretary is required to do all of his stenographic work file letters, prepare proposals, bids, orders, bid forms and quotations, verify vendors invoices for price and quantity, correspond with school units on purchases, rent school auditoriums and keep all records thereof, receive cash and keep records of receipts of rentals, notify the custodians of the dates and names of renting organizations, extend and complete monthly inventories of lunchrooms, check programs for graduation, check diplomas against student lists, prepare all contracts for orders in excess of $500, maintain records of food orders for open air classes, in addition to the frequent telephoning necessary in the Purchasing Department.

Checking and proving vendors' invoices and associating them with the records of deliveries is a bookkeeping function. Checking diplomas against lists and clerical work attendant on the graduation programs properly belongs to the certification clerk whose present volume of work permits taking it over. The payroll clerk and bookkeeper should assume responsibility for all payrolls, accuracy of vendors invoices and their filing, posting to the appropriation ledgers and school expense book, preparing warrant registers and checking and recording daily cash receipts. The work of the payroll clerk and the bookkeeper is closely related. It is suggested that while one is held responsible for payroll preparation and the other for bookkeeping routine, the bookkeeping and payroll work should be regarded as one division operated by two clerks. This is an insurance against illness or prolonged absence.

The secretary of the School Committee should supervise the renting of auditoriums.

The telephone operator can assist in performing minor clerical work. She is not continually busy and her avaliable time should be productively employed.

The certification clerk is required to devote much time to transcribing and abstracting records of transfers of pupils. This can be eliminated if the transfer cards issued in the schools are prepared in duplicate, the second copy to serve as the file record in the certification clerk's office. When inter-school transfers are reported the forms should provide for the signature of the supervisor of attendance. This should be written in ink with necessary comments. The reports of investigations by supervisors are now confined to a pencilled O.K. or a pencilled check mark across the face of the card when no exceptions are noted. Exceptions are also written in pencil. The requirements of ink written reports and signatures should also apply to verification of residential information of pupils seeking enrollment in the High and Technical Schools.

In addition to the realignment of duties suggested above the following revisions in procedures and forms are also recommended:

(1) Requisitions for supplies should be issued in duplicate, one copy forwarded to the Purchasing Agent, the second retained by the issuing unit. The information listed should include quantity on hand on date of requisition, quantity consumed during the preceding six or twelve months and a complete description of the material under order.

Requirements should be anticipated and requisitions sent to the Purchasing Agent not more frequently than once a week. Two requisitions a month should take care of the needs of the elementary schools. There is no present restriction on frequency of requisitions. The result is more paper, more filing, more orders and more detail than are necessary.

A different colored form should be used for janitors supplies and sent to the chief custodian for approval in advance of filing with the Purchasing Agent. All requisitions should be serially numbered on receipt in the Purchasing Agent's office.

(2) Purchase orders serially numbered when printed should be prepared in quadruplicate. First and second copies should be forwarded to the vendor (one for use as a delivery receipt if required): the third copy filed in the Purchasing Agent's office and the fourth forwarded to the interested school or department. This fourth copy is to be returned to the Business Agent properly signed by a official acknowledging delivey of materials checked as to quantity and description.

(3) Immediately on receipt vendors invoices should be attached to the fourth copy of the purchase order. The invoice should be checked for quantity, unit price, mathematical extensions and additions. Vendors invoices in the Business Agent's Office without associated delivery slips, or vice versa, provide the necessary check to keep records complete and up to date. A fourth copy of purchase orders used in this manner will obviate the necessity of sending vendors invoice to the High School, the Technical School and the stockroom for approval. This is the current practice which causes considerable delay and a probable loss on some invoices.

(4) Each individual invoice is now initialed by the Business Agent. This is an unnecessary waste of time. The Business Agent's approval could well precede the signature of the School Committee on the warrant register and embrace all items listed therein.

(5) Each sheet of the warrant register should be properly dated, numbered consecutively, and time stamped by the Auditor's office on receipt. A warrant dated December 31, 1941, was received in the auditor's office January 25, 1942. Delays of this length should be avoided.

6. Proposal and bid form for all items, hardware, laboratory supplies, groceries, textbooks, etc. should be printed and a supply of blanks kept in stock. These are now prepared on typewriters as needed - another long and time wasting process.

7. To avoid protracted delays in securing a majority of School Committee members signatures on invoice warrants it is suggested that warrants be prepared twice a month in advance of the regular School Committee meetings and presented for signatures at the meetings

In Schedule E the various school funds are tabulated. Section XIIIA, Chapter VIII of the School Committee rules and regulations reads:

"Accounts. Within one week after any exhibition, atheltic event, dance, drill or other entertainment held under the auspices of any school, or when any contribution is taken in a school, the principal or master of said school shall present to the Business Agent an itemized account of all moneys received or expended in connection therewith, and the object for which it is to expended and, within ten days after the expenditure of such moneys for the purchase of property of any kind shallpresent to the Business Agent a descriptive list of the property purchased and a statement of the prices of each article, who in turn shall report to the School Committee."

The Business Office should provide suitable forms for reporting on revenue items to include complete details of numbers of tickets sold, total revenue, cash expenses paid and appropriate receipts therefor, and the net proceeds.

These school funds are public moneys and should be under administrative supervision. Expenditures from the net proceeds should be made only on the approval of the Superintendent's Office.

The Cambridge Museum reported net proceeds of $123 on an event November 8 without detail of the gross revenue or expenditures. In the same letter it reported the purchase of an Enlcycopedia Brittanica, at the cost of $160. I am not questioning the necessity of the purchase but the policy which permits investments of this type without approval of the Superintendent's Office for approval.

A fund in the Wellington School having a balance of $12.55 is derived from profit on sale of crackers to children. The sale of crackers should not be a medium of accumulating a fund, but fractional purchase prices sometimes makes it unavoidable. The disposition of this money should be entirely for the benefit of the children contributing to it and its balance maintained at the lowest possible level.

The Agassiz School purchased a defense bond which is in the custody of the Business Agent. The City Treasurer's Office is the proper depository for such items.

There is a Public School Athletic Fund for elementary schools under the control of Joseph J. Smith, Treasurer. Balance in the Cambridge Savings Bank on June 30, 1941, was $53.66.

The High School Athletic Fund is maintained in the office of the Business Agent, being taken over in April, 1936 with a cash balance of $1900. There are no books, though the volume of activities would suggest a cash book to record receipts and expenditures and provide some element of control. The revenue records are on loosescraps of paper, sometimes on letterheads. There is rarely any information to provide check on receipts. In a few instances the serial number of tickets sold have been recorded. A formal receipt is given to the atheltic coach when the net proceeds are transferred to the Business Agent. The stubs of these receipts and the notations on scraps of paper in a folder are the only evidences available for audit purposes. Checks against the account are signed by the Agent or the Assistant Business Agent. No tabulation is made of the checks issued other than a typewritten detail prepared sometime in 1941 for the year 1940 and the preceding period ending December 21, 1939. The evidences of expenditures are to be found in the cancelled checks, the stub of the check books and the bank statements. Four bank statements and their accompanying cancelled checks are missing. No statement has yet been prepared for 1941. As long as the School Committee authorizes this fund maintained in the Business Office the clerical work should be done by a clerk.

The balance on February 28, 1942 was $2,345.93. This is $1300 less than the unpaid bills. The outstanding bills total $3,616.52, as follows:

Ivory System	$3,051.10
Arrow System	280.60

James W. Brine	272.32
John H. Derby	5.50
Thos. W. Reed Co.	7.00
	$3,616.52

The account of the Ivory System dates back to 1933. There is an unpaid balance for that year of $52.05; for 1934 of $158.20; 1935 - $494.65; 1936 - $50.50; 1938 - $346.45; 1939 - $803.45; 1940 - $317.10; and 1941 - $779.25. Unless disputed these old bills should be paid as far as the cash on hand will permit.

Recommendations:

(1) For athletic events and other revenue producing activities the Business Agent should issue blocks of serially numbered admission tickets subject to proper accounting at the completion of each event.

(2) All purchases out of school funds should have the prior approval of the Superintendent's Office.

(3) In addition to reports on individual events required by the regulations, a report should be filed each quarter by all schools giving the opening cash balance, itemized receipts and disbursements and present balances of funds.

(4) The amounts should be deposited in the teacher's name as trustee for the Cambridge School Committee as distinguished from the individual or as treasurer of a fund.

Lunchrooms

The rule governing lunchrooms in Section VIII of Chapter XII requires an administrative control which is not being exercised. The responsibility for the management of the lunchrooms rests with the headmaster who shall see that all supplies, food, candy, etc. used in the lunchroom are properly accounted for and that all food is paid for upon receipt, the amount of each sale being rung up on a cash register. The keys of the cash register shall be kept by the Business Agent who shall read the totals as often as necessary. All money received for food sale in the close of the day's business shall be turned over to the business agent with a report on a form supplied for that purpose and he deposit same with the City Treasurer. The Headmaster shall have inventory taken on last Friday of each month of all lunchroom supplies on hand, and shall submit such inventory to Business Agent on form supplied for the purpose. A complete financial statement of operation of both lunchrooms shall be made annually to the School Committee by the Business Agent and he shall keep an up-to-date financial statement on hand at all times." As indicated earlier there are no up-to-date financial statements. The inventories have been taken on the last Friday of each month but have remained incomplete in the business office during the year 1941. No forms for inventory reports have been provided as the regulations require. The keys to the cash register are in the possession of others than the Business Agent. My observation indicated that sales of supplies, food, candy, etc. were not being properly accounted for.

Rindge Lunchroom

A test inventory was taken by me on March 1, 1942 which practically agreed with the inventory taken by Miss Ford, the teacher in charge, on the 26th of February.

Food and supplies are stored in a small open room, half a flight above the lunchroom proper. It is possible for individuals who should have no access to the stockroom to walk unnoticed into it from the elevator. A gate with padlock or door with lock should be provided for this room.

There was a complete lack of orderly arrangement in storing foodstuffs. Almost every package and container had to be shifted to take the inventory. A 12-pound ham, thickly covered with mildew, lay on top of one of the cases and had been there evidently for some time. The stockroom is overrun with mice.

Shelvings were provided for this stockroom eight years ago but have never been erected. The shelves, brackets and attachments were still in the corner of the stockroom on March 2, 1942.

The supervision over the distribution of food is faulty. If the practices observed during my visit are not unusual, customers are permitted to walk behind the counters and help themselves to food portions with no check upon the quantity served and no payment required at the time of service. Approximately 80 per cent of the students bring their own lunches and confine their purchases to milk, tonic or ice cream. Under these circumstances too much emphasis is placed upon delicacies for hot dishes.

The menu of January 16, 1942 included asparagus on toast and crabmeat salad. The latter sold for ten cents a portion. The menu of January 23 included lobster salad and oyster stew.

With the limited amount of lunch time available to pupils it is advisable to display a large menu listing hot dishes and prices, as well as standard sandwiches at standard prices. Menus are now prepared for the teachers' tables only. The purchasing of lobsters, oysters, turkey and beef for roast are unnecessary until a larger percentage of the pupils use hot dishes.

In computing profits on this lunchroom Miss Ford's salary is not included as an operating cost. Her entire time is devoted to the lunchroom. Her salary should be included in the expenses, which will show the Rindge lunchroom operating at a substantial loss without apportioning the time of employees in the business offices or considering a proper allocation of light, heat, space, etc.

I have compared prices on the Rindge menu with prices charged more recently by a private concessionaire in the Boston School System. The concessionaire's prices are lower on many standard items, thus Rindge School, cream chipped beef, baked potato and string beans, 25c; cream chipped beef, toast and fresh peas, Boston School System 10c; tomato and lettuce sandwich, Rindge, 10c, Boston 8c; cream cheese and jelly sandwich, Rindge, 7c, Boston 5c. Variations in the sizes of sandwiches and hot dish portions may account for these differences but my inquiry indicated the portions served in the Boston School System are satisfactory. The lunchroom in the Rindge School is losing money due to:

(1) A lack of systematic storage of foods resulting in damage and unnecessary loss;

(2) A lack of adequate teacher supervision over the distribution of food;

(3 A lack of orderly management which permits persons to serve themselves from the kitchen and behind the counters; and

(4) Buying unnecessary delicacies at high prices and selling them at figures evidently below cost.

Included in the purchase record are such items as:

February 2, 1942 -

4 lbs. of lobster at $1.35 per pound (lobster salad is sold at 25c a portion.)

February 6, 1942 -
7-8 pounds of lamb livers at 32c per pound.

January 16, 1842 -
7 pounds of individual steaks

January 23, 1942 -
2 seven pound roasters

February 2, 1942
2 large fowl

February 5, 1942 -
3 pints oysters

There are many other similar orders.

The lunchroom earns a profit on milk, tonic and the average run of sandwiches. This profit should not be required to obsorb the evident loss on more expensive items which are sold below cost.

The inventory investment is too high. Heavy purchasing in recent months of canned goods and candy may be justified because of rising prices but prior to the emergency the inventory was too high for current needs. Three cases of rasberry jam appear on the inventory sheets without moving between December 1939 and June 1941. A relatively small portion of this has been used since June 1941.

It is estimated that the number of trays stored in the stockroom will not be consumed in eight years.

In my opinion Miss Ford is seriously endeavoring to make effective the intent and spirit of the lunchroom but is handicapped.

High and Latin Lunchroom

On March 3, 1942, a physical inventory of the supplies and equipment on hand was taken by Miss Drinan and Mr. Fraser. Inventories have been taken each month and reported to the Business Agent but none were footed or extended from Aprill 941 to March 1942.

The girls' section of the lunchroom is operated in a orderly manner. The stockrooms are clean and well arranged. More hot dishes are purchased by the pupils than in the Rindge Technical or Boys' Section of the High School. The control of food distribution is good. The record of register readings sent to the Business offices shows register No. 6 consistently short readings invariably exceeding the cash return, for example:-

January 1, 1942	$14.05	$10.75
" 9, 1942	17.05	11.50
" 15, 1942	19.45	17.10
" 26, 1942	13:60	12.10
" 27, 1942	18.90	17.60
" 28, 1942	13.85	11.80
" 30, 1942	18.55	16.73
February 2, 1942	16.70	14.40
" 3, 1942	16.75	15.15
" 4, 1942	15.75	13.75
" 5, 1942	19.40	16.80
" 6, 1942	16.50	15.00
" 9, 1942	15.90	11.30
" 13, 1942	18.30	17.10
" 17, 1942	12.20	10.20
" 19, 1942	19.00	17.00
(schools were closed on February 20)		
March 4, 1942	18.20	14.60
" 5, 1942	16.05	12.60

Similar discrepancies occur back in 1941. The cash returns have been accepted by the Business Agent's office without inquiry though the discrepancy between readings and returns was a matter of record.

In a scrutiny of three hundred delivery slips fifty-four per cent were unsigned. These delivery slips are the basis upon which bills are paid. The unsigned ones are principally for meat, candy, bread and milk. The explanation given is that delivery of merchandise is about 7:30 a.m. when no responsible representative of the lunchroom is present, but quantities are subsequently checked by a matron or the dietitian for shortages. Even if quantity shortages do exist it is difficult to correct them under this procedure. The records disclose no corrections over the past six months. Deliveries should be made in the early school hours before lunch activities begin to some responsible lunchroom official assigned by the headmaster or lunchroom supervisior. Many delivery slips are undated, making post-checking very difficult.

Menus are not systematically preserved. A copy of each daily menu should be on file. Though frequently requested the dietitian has not been given proper cost information which makes it difficult to fix equitable priceson dishes.

An order is now placed every two weeks for a case of turkeys at 44c a pound. This is given to a particular vendor evidently without competition. Sliced hot turkey sandwiches are on the menus at 15c. It is admitted this price is too low. Too much emphasis is also placed here upon purchasing delicacies which very probably would not be purchased by either pupils or teachers if permitted to go outside for lunch. Among the purchases will be found lobster, fresh crabmeat, oysters and expensive meat cuts.

The inventory at this school has climbed steadily since September 1941, due to heavy purchase of hams, candy and canned goods. The merchandise now on hand should meet the school requirements until June, 1942. The inventory for each month end for 1941 follows:
Inventory end of

January	1941	$238.88
February	1941	280.55
March	1941	579.30
April	1941	388.11
May	1941	314.26
June	1941	242.81
September	1942	565.86
October	1941	1060.29
November	1941	950.42
December	1941	68176
January	1942	1735.05
February 20, 1942		1917.51

The inventory on February 20 included 420 boxes of candy and 295 pounds of ham at 48c a pound retained in the stockrooms of vendors. I understand these have since been delivered to the school.

The following expensive items of equipment, acquired when the school was built, are lying idle in the stockroom. The items were ordered by the architect and not by the School Committee.

They include:
30 dozen of glasses
2300 brown trays
2 large collanders
4 60-quart aluminum kettles
1 44-quart aluminum kettle
2 40-quart double boilers (aluminum)
2 12-quart enamel pails
1 case of glass salt and pepper shakers
1 nest aluminum saucepans
3 large aluminum skillets

The double boilers are worth $68.40 each. The price of the 60-quart aluminum kettles is about $40 and the 44-quart about $17. In addition to the aluminum kettles in the main stockrooms there are four additional ones in the utility stockroom attached to the kitchen. These are used as containers for flour, sugar, etc. Three are of a larger capacity and one the smaller. This is expensive storage. This unnecessary equipment should be sold as soon as possible at the best possible prices.

The operating statements of the lunchroom should include the dietitians' full salary and at least two-fifths of the annual salary of Mr. Fraser, teacher-supervisor. He devotes two of his five daily teaching periods to lunchroom supervision and also gives his free time between classes.

The facilities in the boys' lunchroom are inadequate. Some money should be expended to make the place attractive and provide a better control of food distribution than is possible now.

About two months ago frozen turkeys were substituted for fresh killed turkeys at an increased price of about 11 cents a pound. If the School Committee approves turkey meat as a menu item, it is my opinion that fresh killed turkeys should be purchased and dressed in the kitchen.

There is a division of responsiblity here not conducive to good management. Miss Drinan anticipates the quantity needs. She submits them to Mr. Fraser who makes practically all arrangements with the salesmen and then transfers the result to the Purchasing Agent who places the written order.

In Schedule F will be found comparative profit and loss statements for the Rindge Lunchroom for the years, 1941, 1940 and 1939, and in Schedule G a profit and loss statement for the High and Latin lunchroom for the year 1941. The later was not operated during the first six months of 1940 hence the figures are of little comparative value. The gross profit on sales in the Rindge lunchroom is 23.6% in 1939; 17.6% in 1940; 18.-1% in 1941. The best available information indicates that gross profits on this type of lunchroom should run from 20 to 30%. The operating expenes of Rindge are: 42.5% of gross sales in 1939, 37% - 1940 and 30.5% 1941. The net losses for each year are 18.9%, 19.4% and 12.4% of sales. The sales are reasonably constant, being $14,700, $14,500 and $15,500 in the three years respectively.

For the year 1941 High and Latin shows a gross profit of 26.3%. The operating expenses were 15.7% and the net profit 10.6%. These are not true net results for either of the lunchrooms in that a certain percentage of salaries in the business offices should be charged against them. Substantial amounts of money are lost through the operation of the lunchrooms. They should be self-supporting.

It is recommended:

(1) That the School Committee discontinue management of the lunchrooms and employ a private concessionaire to furnish lunches to pupils and teachers under the supervision of a representative of your committee. This will eliminate losses. Teachers now delegated to supervision or control can be returned to their classrooms. The Superintendent or chief custodian can absorb the other employees of the lunchrooms into matron service. Substantial investments in inventories will no longer be necessary which will result in lower budgets. The Purchasing Agent's Office in particular and the Business Agent's office in general will be relieved of a substantial percentage of clerical work.

(2) If, however, the School Committee decides to retain operating control then orders for both lunchrooms should be combined, and placed once a week. This will require anticipating menus. The orders should include a full week's requirements, specifying the quantity for delivery each day. On Friday afternoons of each week the lunchrooms should file with the Purchasing Agent's office their requirements for the next week. Orders can be prepared and mailed to reach vendors on Saturday mornings. The fourth copies of the orders should be forwarded to the lunchrooms to enable them to check and report on deliveries.

It will simplify the purchasing if the lunchrooms will cooperate with each other and arrange similar menus (not necessary identical) for each day of the week.

The mimeographed orders of the past six months show the same type of merchandise ordered day after day with slight variations in quantity for each day of the week. The orders are now telephoned daily to suppliers and the purchase orders written up when the invoices come in. This is a cumbersome time wasting arrangement. There should be no difficulty in estimating the quantities required for each week at the end of the preceding week.

Heating

The Rindge Technical School is heated by purchased steam under a contract dated July 31, 1939 amending a prior contract of June 30, 1932. The established price is 62½c per million British Thermal Units, subject to a variation of five mills for each 11c variation in the price of coal above or below a long ton price of $5.25 and subject also to an increase of five mills per million BTU for each whole $3.00 increase in weighted average of boiler room labor. Under the contract the city must maintain and operate tunnels, conduits, steam supplylines and condensate pipe lines. The Central Fire Station erected along the line of the tunnel is served by the same system. Bills are rendered to the School Committee subject to deductions for services to the Central Fire Station. The distribution of heating costs between the fire and school department is as follows:

Date Year	Register Readings Fire	Cash Turned In Rindge
1933-34	$2,742.36	$16,081.51
1934-35	1,942.30	15,878.10
1935-36	1,395.62	12,937.58
1936-37	758.04	12,854.54

1937-38	775.49	19,557.69
1938-39	530.17	20,924.14
1939-40	420.93	18,073.45

The proportion of the Fire Department cost decreased from $2700 in 1933 to $500 in 1940-41. The intervening years shows a steady decrease. The cost to the Rindge School has increased from $16,000 in 1933 to almost $19,000 in 1940-41. It is unreasonable to conclude that the cost of heating the fire station has decreased 80% in eight years.

The meter in the Central Fire Station is known to be incorrect. Under date of September 11, 1941, the Business Agent wrote to the Superintendent of Public Buildings, advising that the steam meter in the Central Station was not working properly; that engineers from Harvard University had looked it over and reported it to be an improper type and that it was not giving proper measurements. The letter requested the instalation of a new meter or the repair of the existing one. The Superintendent replied under date of September 15 that he was not in a position to comply with the request of the Business Agent and that no money was available in his budget for the installation of a meter. No steps have been taken since then to correct the situation.

The cost of heating the Rindge School seems unusually high. At present coal prices the cost is about 72c a million B.T.U's. Roughly, one thousands pounds of steam are equivalent of a million B. T.U's. The average production cost of one thousand pounds of steam based on fuel only at present prices is approximately 30c. The labor cost varies with quantity of production and type of building and number of people employed. If the School Department were manufacturing it's own steam it is probable that the labor costs, interest on investment, maintenance and repairs and other plant costs would not reach 41c. Thus a savings can be effected unless an extravagant type of new installation is provided.

There is a possiblity of installing additional boilers in the new section of the High and Latin School buildings and connecting by tunnel with Rindge School to provide heat at a cost much below the present annual expense. This arrangement could also provide heat for the library. The difficulty in this suggestion is that no priorities are being issued presently for new boilers and equipment, but under normal conditions this suggestion is feasible and economical.

I recommend:

(1) That an experienced heating engineer be invited to study the present heating system and report to your body on the condition and accuracy of meters, including the meter in the Central Fire Station, the condition of conduits and pipes, and the extent to which consumption can ge governed by proper supervision and control of thermostats within the Rindge Building, and

(2) That a plan be worked out to manufacture steam at the High and Latin Schools to be used for also heating the Rindge building when normal conditions return.

Rental of School Auditoriums

The income from rentals of school auditoriums was checked from the assignment book or diary maintained by the Purchasing Agent to the permit book and the cash book as to date of rentals, permits, payments, partial or in full, and names of renting organizations. School organizations are given the use of the auditoriums free. Other organizations, because of their civic or educational value, are frequently voted free use of the auditoriums.

The present School Committee has raised the rentals on all halls and withdrawn the power formerly granted the Business Office of reducing the rentals when the renting organizations were of a non-profit or charitable character.

The problem of returning a fair compensation to taxpayers and giving encouragement to the programs of private civic minded organizations through low rentals has offered difficulty to various school committees. The most equitable plan adopted seems to be to establish a definite minimum rental figure for all auditoriums including actual costs of heating, lighting, custodian service, and other costs chargeable to School Committee appropriations and when established to require all renting organizations other than school organizations to pay the established rental figure. This will provide lower rentals than commercial rates for private organizations but will also avoid compelling the taxpayers to assume the rentals. The additional charges for police officers, etc. should be paid directly by the renting organizations.

It is recommended also:

(1) That the secretary of the School Committee be made responsible for the renting of the school auditoriums and the clerical routine incident to their rental:

(2) Authorization to use school halls should be printed on printed forms prepared in quadruplicate, one copy serving as a receipt for the renting organization, one filed in the Business Agent's Office for record, one filed with the chief custodian for information and that of his assistants, and one to the Internal Revenue Division of the Federal Government. When halls are rented free of charge a new or different form is not necessary as at present. The words "No Charge" can be imprinted on the form with a rubber stamp and initialed in ink by the secretary.

Budget

As stated earlier, the expenditures for 1941 which appear in the current budget are understated by $4300 and over $12,000 of expenditures included appear to have been illegally paid. The free balances in the appropriation ledgers are incorrect in two instances. The unexpended balance of supplies is $1,00.68 not 68c as recorded and the janitor's salaries balance is overdrawn $66.75, not $146.75 as shown.

During the year the School Committee was requested to make transfers between internal items in the budget totalling $26,196.11, representing amounts necessary to absorb over expenditures in fourteen budget items out of thirty-four.

The power to transfer should not be exercised indiscriminately. When it is necessary to make as many tranfers as are here indicated, the initial estimates have been poorly prepared or there has been ineffective control over intervening expenditures. Appropriations should be encumbered when orders are issued to prevent any overspending of appropriations. Further expenditures against exhausted items should be submitted to the School Committee for approval before the obligation is incurred. The practice now in effect is to incur the obligation and then request the School Committee for transfer. In my opinion the transfer of March 16, 1942 is improper and illegal and should not have been submitted or granted.

The item of "administration salaries" in the current budget has been reduced by $16,900 by tentative transfer to the item "teachers' salaries in the day school". If the committee approve this allocation, I believe it will result in distorted operating costs.

It is recommended:

(1) Orders upon vendors, authorized by the Purchasing Agent, should be transferred to the Business Agent before being issued to be charged each day by the bookkeeper against their respective appropriations. Unpaid items at the end of the year will thus appear automatically on the books as charges against the current year's appropriations. Orders should not be mailed to vendors until these encumbrances are recorded. This necessitates close cooperation between the bookkeeping and purchasing divisions.

(2) It is suggested that a numerical code for expenditures be adopted, based upon budget items, thus, "1" teachers salaries, "2" janitors salaries,

"3" textbooks, "4" supplies, etc. Subdivisions of these accounts are indicated by an alphabetical symbol attached to the numerical code, thus, "1A" teacher salaries in day schools, "1B" teachers salaries substitutes; "1C" teachers salaries athletics, etc. This code should be available to the clerks in the office and each order on leaving the Purchasing Agent's hands should show the appropriate coding to allow ready posting in the appropriation ledger and also in the school expense book. These should be posted before the orders leave the office.

(3) The school expense book should be a columnar developed record. Each school should be assigned a page, the code numbers running horizontally across the columns, using interleaves if necessary. These should be posted daily from the orders footed at the end of each month and then transferred to a summary where the annual totals are compiled.

(4) The appropriation for athletic supplies should be taken out of the general supplies appropriation and included under the item athletic clothing or a new classification "Athletic Clothing and Supplies."

Regular and Substitute Teachers Salaries

Teachers are paid on the last Friday of each month for the current month's services. Deductions for leaves of absences are computed up to date which is two weeks in advance of the date of salary payment. If salaries are paid on the 27th absences are computed up to the 18th. Payroll deductions apply broadly to the last two weeks of one month and the first two weeks of the next.

Day by day substitute teachers are paid on the same day as regular teachers or services up to and including that date which is also two weeks preceding the payroll date. Thus day by day substitute teachers serving during the last two weeks of any month are not paid for that service until the end of the next succeeding month. A six weeks interval may intervene between the service rendered and payment to the teachers. The varying terminal monthly dates for computation of leaves of absence and day by day substitutes is a source of potential error and absences have frequently been duplicated.

It is recommended:

(1) That deductions for leaves of absence be computed on the basis of absences during the entire preceding month. Deductions for leaves will thus be one month behind the school year brought up to date each July. A uniform terminal date each month will remove the possibility of mistakes.

(2) That a special payroll be prepared for day by day substitute teachers. The Superintendent's office makes the assignments. The record of monthly assignments should be reported to the Business Agent not later than the 5th of the next month. Payment can be made to the substitute teachers one week later on a special payroll. This will bring the time of payment much nearer the period of service and will prevent the possiblity of overlapping dates in the middle of the month, avoiding confusion and error. Permanent substitutes or substitutes assigned for lengthy periods to one school are to be included in the regular teachers payroll.

(3) That a simple certificate of attendances and absences be required each month from all principal teachers and heads of departments on a printed and prepared form, these certificates to rech the Business Agent's office not later than the 5th of the next month for the preceding month's service. This will provide a ready basis for all payroll computations and speed up the work of payroll preparation.

(4) That all clerical work connected with teachers payrolls be done by the clerical force except in cases of extreme emergency.

Boys' Vocational School

This unit is being maintained in

rented quarters at an annual cost of $6,000. The average school attendance is slightly over one hundred. The Rindge Technical School building appears to have sufficient floor space and facilities to accomodate the group. A substantial saving can be effected by the transfer of the Vocational School to the Rindge Building. The Business Offices are using more space than is necessary and it should be possible from my observation to make other changes in present assignments which will give the Vocational students sufficient space in this building.

Discounts

Vendor's bill are discounted irrespective of dates of payment unless the vendors protest. The policy of subjecting invoices to discounts when scheduled for payment many weeks after submission is likely to result in higher prices. It does not tend to create good will among the supply houses. Warrants for discount bills should be prepared and sent to the City Auditor every ten days.

Telephones

A record of toll calls during business hours is kept in a book by the telephone operator and checked to the bill rendered by the telephone company. Five trunk lines are hooked up through the board at the close of the business day, one of which is for the use of the air raid defense unit. The ARP has twenty-five telephone instruments. Many of its calls go through the switchboard. The January billing shows 4377 excess calls against 3,411 for the preceding month. Fixed charges for these trunk lines were increased when ARP came into the building.

Toll calls appear to be mainly chargeable to the managers of athletics. It should be possible to reduce this expense by using the mails in arranging games or schedules.

It is recommended that definite restrictions be placed upon the use of the telephone lines for long distance calls and that ARP local and other calls be put through independently of the switchboard.

Substantial increases in local calls over the preceding month or the corresponding month in prior years should be thoroughly checked and the reasons therefor reported to the Supererintendent.

Comments and Recommendations

(1) The reports of the School Committee meetings have not been printed since April, 1941.

(2) An unusually lare number of books in the main stockroom of the High and Latin School and the English Department of Rindge School are in need of rebinding. They should be discarded if unfit for further school use. The accumulation of a large quantity of tattered books is not an indication of good management, or interest in the work.

(3) The special stockroom in the High and Latin School should be dispensed with; the clerk in charge transferred to the general stockroom, and the books now stored there distributed to the several departments to be kept under the supervision and control of the head of each department as is done in the Rindge School. Any surplus of books should be sent to the general stockroom. Future shipments to this school should follow the usual routine.

(4) Whenever the City Auditor's disallows all or part of a vendor's invoice issuing from the School Committee, notification should be sent to the Business Agent in writing. This is not being done.

(5) As a matter of good business practice each delivery of coal and oil should be checked for quantity, a delivery report signed by the receiving custodian and then forwarded to the Business Offices for filing. An engineering service is now maintained which furnishes regular reports on laboratory tests of coal.

(6) A frequent check on business practices and the accuracy and up-to-

dateness of records is desirable. To provide this, it is recommended that an independent audit be contracted for on an annual basis, the accountant to make quarterly inspection of the books and records and furnish quarterly reports to the School Committee.

The failure of the present accounting and record-keeping system, which is basically sound, is in the failure to operate it correctly and to adapt it to new conditions and changing policies as they arise. The conclusion is inescapable that a lack of initiative has characterized the management of the Business Offices and the maintenance of business records over the years.

Administrative direction is exceptionally poor. There is scarcely any supervision of records. As a result, posting of accounts, invoice warrants and payment of vendors' bills are far behind schedule. Important items of information are kept on scraps of paper. During the present survey long periods of time were spent in searching files and folders for necessary data and in a few instances the records could not be found.

I regret to be forced to say professionally that in my considered judgement the present business manager is not qualified to direct the operations of an accounting and a record keeping system governing the prudent expenditure and proper conservation of almost two million dollars of public appropriations, and to say further that the present effort to systematize the records and improve the management will be of little avail unless some qualified person is placed in charge.

For these reasons I recommend that your Committee assign some responsible official to superivse the business offices and insure against further laxity. The selection should be made if possible within the present executive group to avoid additional expense.

If your body accepts the changes here outlined and directs them to be made effective, may I suggest the effective date be September 1, 1942. Many of these changes involve preparing and printing forms, revising records, transferring pupils, etc. Since only two and a half months of the school year remain it seems advisable to use the summer vacation period for reorganization.

Other changes such as merging the stockrooms, surveying meters in the heating system, checking deliveries of coal and oil, etc. can be made immediately.

In the administration of the Committee's affairs savings can be made effective through encumbering appropriations as orders are issued, a better control in purchasing, frequent inventories in all school units and departments, a better control of materials and supplies, merging of the stockrooms, transfer of the Boys' Vocational School to the Rindge Technical Building, a proper distribution of heating costs between the Central Fire Station and Rindge Technical School, proper control of the consumption of heat in the Rindge Building, proper supervision of meters, conduits, pipes, etc. attached to the heating system, more rigid administration of school funds, and transferring the management of the lunchrooms to a private operator under School Department supervision.

Systematic, well kept, and up-to-date records in the future will provide the index to these savings.

In the following pages will be found schedules as follows:

Schedule A - Letter of authority;

Schedule B - Comparison of Receipts and Expenditures, 1938, 1939, 1940;

Schedule C - Tuitition of non-resident pupils appearing on books as unpaid;

Schedule D - Appropriations, expenditures and transfers for the year 1941;

Schedule E - Tabulation of various

funds in the day and high schools;

Schedule F - Compartive profit and loss statements of lunchroom (Rindge) for the years, 1941, 1940, 1939;

Schedule G - Profit and loss statement for lunchroom (High and Latin School) for the calendar year 1941.

Respectfully submitted,

PATRICK J. MOYNIHAN,
Certified Public Accountant

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Tuesday, April 7, 1942

SPECIAL MEETING: Called by vote of the School Committee adopted at the meeting of April 1, 1942, to be held in executive session, for the purpose of considering and acting upon the report submitted by Patrick J. Moynihan, CPA.

Members present: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

Vice-Chairman Dr. Cassidy offered a motion that the meeting convene into open session. The chair ruled that this motion was out of order for the reason that the vote of the School Committee calling the meeting specified "Executive session" and further that Chapter 4, Section 3 of the Rules of the School Committee states "that the committee shall go into executive session for the discussion of qualifications of officers and teachers" and the report before the committee requires the discussion of the qualifications of certain officers of the committee. Vice-Chairman Dr. Cassidy appealed from the ruling of the chair and on the following roll-call the ruling of the chair was sustained. Committeeman Brooks, Mrs. Conant, Fitzgerald and Mayor Corcoran voted to sustain the chair; Committeeman Wood and ViceChairman Dr. Cassidy voted not to sustain the chair.

Committeeman Brooks moved that the Business Agent be directed to submit to the City Solicitor all accounts owing the School Committee which are more than three months old for the purpose of taking legal action to collect same; and, further, that the Business Agent notify the City Solicitor that it is the policy of the School Committee in the future to refer to him any and all accounts which remain uncollected after a period of three months. Vice-Chairman Cassidy offered a substitute motion that the committee recess for five minutes and reconvene in to open session for the public and the press. The chair ruled the substitute motion out of order as it is not germane to the main question and ruled that the question comes on Committeeman Brooks' motion. It was then voted on the following roll-call to adopt Committeeman Brooks' motion "that the Business Agent be directed to submit to the City Solicitor all accounts owing the School Committee which are more than three months old for the purpose of taking legal action to collect same; and, further, that the Business Agent notify the City Solicitor that it is the policy of the School Committee in the future to refer to him any and all accounts which remain uncollected after a period of three months: Committeemen Brooks, Fitzgerald, Robart, Wood and Mayor Corcoran voting yes; Committeewoman Mrs. Conant, and Vice-Chairman Dr. Cassidy voting no.

Committeeman Wood moved that the doors now be opened to the public. The chair stated that he has previously ruled this motion out of order. Committeeman Wood stated that the chair had ruled Vice-Chairman Dr. Cassidy's motion out of order because it called for the entire meeting to be in open session whereas this latter motion only requires that the remainder of the meeting be in open session. The Chair stated that he would rule Committeeman Wood's motion out of order for the same reasons as stated in the case of Vice-Chairman Dr. Cassidy's motion to meet in open session. A motion by Committeeman Wood to suspend the rules for the purpose of acting on his motion, to open the meeting to the public, failed of adoption on the following roll-call: Committeemen Fitzgerald, Wood and Vice-Chairman Dr. Cassidy voting yes; Committeemen Brooks, Mrs. Conant, and Mayor Corcoran voting no; Committeeman Robart not voting.

On motion by Committeeman Wood it was voted that it is the sense of the School Committee that His Honor, the Mayor, be instructed to investigate the concession system of operating school lunchrooms and report back to the School Committee.

Committeeman Fitzgerald in the chair.

Mayor Corcoran offered the following proposed amendment to the rules: "That Chapter XX be amended by striking out, wherever it appears, the word 'Superintendent' and inserting in place thereof the words 'Assistant Superintendent' and that Chapter XXI be amended by inserting after the word 'Superintendent' wherever it appears in said chapter, the words 'and Assistant Superintendent." It was unanimously voted to suspend the rules for the purpose of adopting the proposed amendment to Chapter XX. It was then voted to amend Chapter XX of the rules by striking out wherever it appears the word "Superintendent". and inserting in place thereof the words "Assistant Superintendent." The rules were again suspended (on a standing vote) for the purpose of taking action on the proposed amendment to Chapter XXI of the rules. The chair announced that five members had voted in the affirmative and Committeeman Wood at his own request is recorded as voting no. It was then voted that Chapter XXI of the Rules of the School Committee be amended by inserting after the word "Superintendent" wherever it appears in said chapter, the words "and Assistant Superintendent." Committeeman Wood is recorded as voting no.

Mayor Corcoran in the chair.

It was then voted to reconvene into open session..

On the following roll-call it was voted on motion by Committeeman Fitzgerald that all votes taken in executive session be ratified and affirmed: Committeemen Brooks, Mrs Conant, Fitzgerald, Robart and Mayor Corcoran voting yes; Committeeman Wood voting no; Vice-Chairman Dr. Cassidy absent. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Committeeman Wood then offered the following proposed amendment to the rules which lays on the "Calendar" in accordance with the rules: "That a business manager, versed in accounting, be appointed to have complete charge of the accounts and moneys of the school system; that such position be created and said appointee shall be chosen as a result of a civil service examination. Said business manager shall be directly responsible to the School Committee The salary for this position shall be established at $4,000. per year."

On the following roll-call it was voted on motion by Committeeman Robart that a sum not to exceed $495. be appropriated, and included in the budget for the year 1942, for the purpose of engaging the services of Patrick J. Moynihan, C.P.A., under a new and separate agreement to install a new system of accounting and a more efficient system of recording vital statistics, and to cooperate with the Assistant Superintendent of Schools in putting this system into effect, together with any recommendations contained in Mr. Moynihan's report of April, 1942: Committeemen Brooks, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran voting yes; Vice-Chairman Dr. Cassidy absent. A motion by Committeeman Fitzgerald, to reconsider this vote, hoping same would not prevail, failed of adoption.

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL,

Secretary of the School Committee.

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, April 6, 1942.

REGULAR MEETING:

Members present: Committteemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran.

Mayor Cocoran in the chair.

On motion by Committeeman Wood it was unanimously voted to suspend the rules for the purpose of allowing Mr. Whittier of the N.Y.A. to address the committee. Mr. Whittier advised that at the present time the National Youth Administration has opportunities in the Metropolitan Boston area and at resident centers in several sections of New England whereby unemployed and untrained youth between 17 and 24 may receive a quick training that will qualify them for war production work. Mr. Whittier further asked that students in the high schools within this age group be permitted to return in June and graduate with their respective classes. It was voted that Mr. Whittier confer with the Superintendent regarding this matter and the Superintendent shall report at the next meeting of the School Committee.

At the meeting of March 16, 1942, it was voted that Mrs. Rose M. Rondeau, Director of Americanization be requested to appear before this committee for the purpose of discussing a motion offered by Committeewoman Mrs. Conant regarding the National Citizens' Education Program. Mrs. Rondeau appeared before the committee and explained in detail to the members the set-up of the National Citizens' Educational Program, particularly with relation to the Americanization Department of the Cambridge School System.

It was voted on motion by Vice-Chairman Dr. Cassidy that the minutes of the meeting of March 16, 1942 be laid on the table.

It was voted on motion by Committeeman Fitzgerald to place on file a communication from the family of the late Martin F. Reid, thanking the Committee for their kind expression of sympathy.

On motion by Vice-Chairman Dr. Cassidy it was voted to refer to the Committee on Buildings and Grounds a petition received from the residents of the Russell School District requesting the School Committee to provide baseball playing facilties in the Russell School Yard.

A communication was received from the Cambridge Planning Board asking permission to use the Ellis School on April 21, 1942, at 8:00 p.m., the Russell School on Apil 22, at 8:00 p.m. and the Thorndike School on April 24 at 8:00 p.m. and asking that the usual charges for the rental of these halls be abated. Committeeman Fitzgerald moved that the permission requested be granted at no charge. Committeeman Wood moved to amend this motion by striking out "no charge" and inserting the words "on payment of actual charges". After considerable debate Committeeman Fitzgerald was given unanimous consent to withdraw his motion. On the question of Committeeman Wood's amendment, Committeeman Wood stated that his proposed amendment was an objection to the original motion and as the motion was withdrawn his amendment was withdrawn with the original motion. On motion by Committeeman Fitzgerald it was then voted that the permission requested by the Planning Board relative to the use of school halls be granted at no charge. Committeeman Wood is recorded as voting no.

It was voted to make part of the records the following communication from the City Solicitor:

CITY OF CAMBRIDGE
LAW DEPARTMENT

April 2, 1942.

The Honorable, the Members of the
School Committee,

1700 Cambridge Street,

Dear Sirs:

Supplementing an opinion from this

office dated February 2, 1942 with respect to members of your department who may be called to active duty with the State Guard, I submit the following:

The Legislature in 1939 passed an Act entitled "An Act Revising the Military Laws of the Commonwealth", which is Chapter 425. In Section 54 of this Act, it is provided:

"Any person in the service of . . . . a city which by vote of its city council accepts this section, shall be entitled, during the time of his service in the organized militia, under sections, eleven, seventeen, eighteen, nineteen, one hundred and five, or one hundred and fity-four to receive pay therefor, without loss of his ordinary renumeration as an employee or official of such city and shall also be entitled to the same leaves of absence or vacation with pay given to other like employees or officials."

The Governor, as Commander-In-Chief, on December 20, 1940 by Executive Order in General Orders No. 7, made the State Guard a part of the "organized Militia".

The City Council on December 23, 1941, accepted the above Section 54, therefore any employee during the time of his service under Sections 11, 17, 18, 19, 105 or 154 since that date is entitled to his salary payments.

Services under these sections is as follows:

Section 11. For escort and other duties.

Section 17. To repel an invasion or to suppress an insurrection made or threatened.

Section 18. In case of a tumult, riot, mob, or a body of persons acting together by force to violate or resist the laws of the Commonwealth or when such tumult, riot, or mob is threatenel, and the usual police provisions are inadequate to preserve order and afford protection to persons and property.

Section 19. In case of public catastrophe other than one referred to in Section 18.

The other sections do not apply to this question.

When an employee is called to active duty, if possible he should inform you under which section he is called to duty.

Yours very truly,

JOHN A. DALY,
City Solcitor.

On motion by Committeeman Robart it was voted that in accordance with the above opinion from the City Solicitor, John F. Burke, a teacher at the Houghton School, be paid the difference between his salary as a teacher in the Cambridge School System and his salary as a member of the State Guard for the time he was absent by reason of his being called to active duty with the State Guard.

On motion by Committeeman Robart it was voted to place on file a communication from the Cambridge Housing Authority relative to the opening of the new housing project.

A communication was received from Margaret M. Leahy, a teacher at the High and Latin School, advising that she has been seriously ill with lobar pneumonia since December 26, 1941 and requesting that she be granted leave of absence with pay until June 30, 1942. Committeeman Wood moved that Miss Leahy be granted leave of absence with pay until June 30, 1942.

Vice-Chairman Dr. Cassidy in the chair.

Mayor Corcoran moved that Miss Leahy's request be held in abeyance until such time as a report is received from the committee appointed to investigate suggestions advanced by Committeeman Russell A. Wood to the effect that teachers should acquire suitable means and insurance covering accident and health. No action was taken on a motion by Committeeman Robart that the request be referred to the Superintendent for investigation and report. After considerable debate Mayor Corcoran moved the previous question. The previous question having prevailed it was voted to adopt Mayor Corcoran's motion that Miss Leahy's request be held in abeyance until such time as a report was received from the committee appointed to investigate suggestions advanced by Committeeman Russell A. Wood to the effect that teachers should acquire suitable means and insurance covering accident and health.

Mayor Corcoran in the chair.

On motion by Committeeman Fitzgerald it was voted to grant the request of the Selective Service System that their local Boards be permitted to use following schools as registration places on Sunday, April 26 from 9:00 a.m., to 5:00 p.m. and on Monday, April 27, from 7:00 to 9:00 p.m. for the Fourth Registration.

LOCAL BOARD NO. 48
Russell and Sleeper Schools

LOCAL BOARD NO. 47
Houghton, Agassiz and Peabody Schools

LOCAL BOARD NO. 46
Webster and Longfellow Schools

LOCAL BOARD NO. 45
Kelley and Roberts Schools

The following communication was received fom the Cambridge Public School Assocation:

PUBLIC SCHOOL ASSOCIATION OF CAMBRIDGE

Hon. John H. Corcoran,
Mayor of Cambridge and
Chairman of the School Committee,
Cambridge, Mass.

Dear Sir:

We understand that the school budget for the current year is now being considered by the School Committee in executive session. The Public School Association of Cambridge is firmly of the opinion that the citizens and taxpayers are entitled to an opportunity to examine the various items making up the budget before the final action is taken by the School Committee.

We, therefore, respectfully petition for a public meeting as soon as possible.

Very truly yours,

Executive Committee of the
Public School Association

By Mrs. Charles J. Fraser,
Chairman

Committeeman Wood moved that the request contained in the communication from the Public School Association be granted. Committeeman Fitzgerald moved that the communication be placed on file. Committeeman Robart offered a substitute motion that prior to the final adoption of the budget for the year 1942 that it be submitted to the School Comittee in regular session at one meeting and deferred for adoption to the next regular meeting. This substitute motion was withdrawn and Committeeman Robart offered a substitute motion that special meetings be held on the budget and that it be submitted to the full committee in open session, and to the press, and adopted at a subsequent meeting. Committeeman Brooks moved to amend the substitute motion by adding "that a special meeting be held on May 1, 1942 to consider the budget in public." Committeeman Wood moved to amend the amendment by adding "and at such time as any citizen may be heard in regard to the provisions of said budget." On the following roll-call it was voted to adopt Committeeman Wood's amendment "that at such time any citizen may be heard in regard to the provisions of said budget": Committeemen Brooks, Dr. Cassidy, Mrs. Conant, and Wood voting yes; Committeemen Fitzgerald, Robart and Mayor Corcoran voting no. It was voted to adopt Committeeman Brooks amendment "that a special meeting be held on May 1 to consider the budget in public". It was then voted to adopt the substitute motion as amended "that special meetings be held on the budget and that it be submitted to the full committee in open session, and to the press and adopted at a subsequent meeting; that a special meeting be held on May 1, to consider the budget in public; and at that time any citizen may be heard in regard to the provisions of said budget". A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

The following communication was received from the City Manager relative to the Harvard School:

CITY OF CAMBRIDGE
Executive Department

March 27, 1942

Hon. John H. Corcoran, Chairman
School Committee,
Cambridge, Mass.
Dear Sir:

I hereby request that you transfer the Harvard School to the custody of the city.

My reasons for this request are as follows:

1. The school is not being used for school purposes at the present time, and apparently will not be used for school purposes at least for several years, if at all.

2. I am extremely anxious to incorporate in one building all welfare activities of the city, such as the Welfare Department, Soldiers Aid, and W.P.A. offices, both City and Federal. This would make it possible to keep one set of records, and the result should be extremely beneficial to the residents of the City who are dependent upon welfare operations as a livelihood.

With reference to the supplies which you have or might intend to have stored in this building, we will provide you wiith suitable storage space either in this building or some other equally well cared for city building.

The building will require considerable repair in order to be usable.

Very truly yours,

JOHN B. ATKINSON,
City Manager.

Committeeman Fitzgerald moved that the City Manager's communication be referred to the Committee on Buildings and Grounds for investigation and report. Committeeman Robart offered a substitute motion that the Harvard School Building be turned back to the city forthwith. A motion for the previous question having prevailed it was voted to adopt the substitute motion that the Harvard School Building be turned back to the city forthwith. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

It was voted to refer to the Committee on Buildings and Grounds a communication from the City Manager advising that inasmuch as the City is now selling its paper and other rubbish, he would be pleased to make arrangements to collect any paper which the schools may have which at the present time may be disposed of through other channels.

On motion by Committeeman Fitzgerald it was voted to refer to the Superintendent for appropriate action the following communication from Mayor Corcoran:

CITY OF CAMBRIDGE
Office of the Mayor

April 6, 1942.

To the members of the School Committee:

Friday, April 17, next, marks the 81st Anniversary of the date upon which the First Volunteers to enlist in the Civil War left Cambridge.

This is an historic event that we should not lose sight of. I respectfully request that the School Committee recommend that the Superintendent of Schools bring this to the attention of the school children, and order that all the flags on the School Department buildings be displayed on that day.

Respectfully yours,

JOHN H. CORCORAN,
Mayor.

On motion by Committeeman Brooks it was unanimously voted that, inasmuch as the next regular meeting date falls on a holiday, the next regular meeting be held on Tuesday, April 21, 1942.

Vice-Chairman Dr. Cassidy in the chair.

It was voted on motion by Committeeman Fitzgerald to place on file a communication from Joseph M. Flynn, a teacher in the Agassiz School, thanking the committee for allowing ing him leave of absence because of illness.

It was voted to make part of the records the following communication from the Mass. Institute of Technology Interscholastic Basketball Tournament:

April 2, 1942.

Mr. Michael E. Fitzgerald,
Superintendent of Schools
Cambridge, Mass.

Dear Mr. Fitzgerald:

In clearing up the affairs of the recent Technology Interscholastic Basketball Tournament I feel that I would be very remiss if I did not call to your attention the splendid work done by the Rindge School Basketball team.

Their standard of sportsmanship was on the same high plane as that of their team work on the basketball court and they are worthy successors to the team that was victorious the previous year. The boys, and likewise the school system, are very fortunate in having a man of the high calibre of Mr. Murphy. He sets a very high standard in sportsmanship and type of play, and that the boys profit by it is very evident from their remarkable sucesses of the past two years.

Sincerely yours,

H. P. McCARTHY, Director.

The Superintendent recommended that the following text books be approved for use in the Cambridge Pub-Schools, this recommendation to lay on the "Calendar" in accordance with the rules:

PUBLISHED BY D. C. HEATH CO.

Reading for Interest Series:

Bigger and Bigger	Pre-Primer 1
Little Lost Dog	Pre-Primer II
Home for Sandy	Primer I
Rain and Shine	Primer II
Something Different	Book I
Fun and Frolic	Book III
Luck and Pluck	Book IV
Merry Hearts and Bold	Book V
The Brace and Free	Book IX

Number Readiness Series:

Discovering Numbers	Grade III
Number Experience	Grade IV
Number Activities	Grade V
Exploring Numbers	Grade VI

PUBLISHED BY
BOBBS-MERRILL COMPANY:

Our American Health Series:

Our Good Health	Book I
Healthy and Happy	Book II
Everyday Health	Book III
Health at Home and School	Book IV
Health at Work and Play	Book V
Growing Healthfully	Book VI

PUBLISHED BY
HARCOURT, BRACE AND CO.

Your Health, by LaPorte
America Organizes to Win the War, by Hunt
Americans All, by Thompson
Twenty Modern Americans, by Cooper and Palmer.

PUBLISHED BY
APPLETON CENTURY COMPANY

Foods and Nutrition, by Fern and Silver

PUBLISHED BY
HOUGHTON MIFFLIN COMPANY:

Everyday Foods, by Harris and Lacey

The Superintendent advised that he had received a report from the Master of the Peabody School that two pupils of said school, namely Mary and Helen Doody, had refused and continued to refuse, to salute the United States Flag. The Superintendent recommended that these two pupils be expelled from school. On motion by Committeeman Robart it was voted that the Superintendent's recommendation be adopted and that the parents of these pupils be notified in writing of the action taken.

The Superintendent recommended that the Gannett School be closed on June 30, 1942 and that the children in the Gannett School be transferred to the Kelley School where there are ample accomodations for the children. Committeeman Wood moved that it be referred to the budget. Committeeman Robart offered a substitute motion that the Superintendent's recommendation be approved and adopted. A motion for the previous question having prevailed the chair ordered the main question. On the following roll-call it was voted to adopt and approve the Superintendent's recommendation that the Gannett School be closed on June 30 1942 and that the children in the Gannett School be transferred to the Kelley School where there are ample accomodations for the children: Committeemen Brooks, Fitzgerald, Robart and Mayor Corcoran voting yes; Committeemen Dr. Cassidy, Mrs. Conant, and Wood voting no. A motion by Committeeman Robart to consider this vote, hoping same would not prevail, failed of adoption.

The Superintendent presented a communication from Ruth D. Crawford, Director of the Children's Museum asking permission to show two sound moving pictures in the Grammar Schools. Miss Crawford advised that they were being offered by the New Haven Railroad but that they contain no advertising matter. The Superintendent recommended that permission requested be granted. It was voted to approve the Superintendent's recommendation.

Committeeman Brooks, chairman of the Committee on Athletics, presented the following report of the Committee on Athletics:

COMMITTEE ON ATHLETICS

April 1, 1942

Present: Wm. F. Brooks, Chairman
Dr. James J. Cassidy
Russell A. Wood

It was voted that Edward J. O'Connell serve as secretary of the Committee on Athletics.

It was voted to recommend that James H. Foley be appointed Coach of Baseball at the High and Latin School at a salary of $400 for the season.

It was voted to recommend that William P. McLaughlin be appointed Coach of Baseball at the Rindge Technical School at a salary of $400 a season.

It was voted to recommend that John C. Landrigan and William J. Ryan be appointed umpires for the Grammar School Baseball League at a salary not to exceed $50 for the season.

It was voted to recommend that the members and coaches of the Rindge Technical School Baketball Team and the Rindge Technical School Track Team be awarded sweaters with proper insignia, said sweaters to be of good quality and to meet the approval of the coaches of the respective teams.

The following bids were received for twenty-four (24) medium-heavy weight all worsted pull-on sweaters with crew neck, seal brown, without letter - equivalent to Kingston Knitting No. 500.

James W. Brine Co., Inc.	$8.32
Iver Johnson Sptg. Gds. Co.	7.80
Horace Partridge Co.	9.00

It was voted to adjourn:

Respectfully submitted,

WILLIAM F. BROOKS,
Chairman

On motion by Committeeman Wood it was voted on the following roll-call that the report of the Committee on Athletics be approved and the recommendations adopted: Committeemen Brooks Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran voting yes.

On motion by Committeeman Fitzgerald it was voted that the matter of awarding sweaters to the Rindge Technical School Basketball and Track Teams be referred to the Committee on Athletics with power.

A motion by Committeeman Brooks to reconsider the vote adopting the report of the Committee on Athletics, hoping same would not prevail, failed of adoption.

Committeeman Robart, Chairman of the Committee on Buildings and Grounds, presented the following communication from the Chief Custodian:

April 6, 1942

Ralph W. Robart, Chairman
Committee on Buildings and Grounds,

Dear Sir:

At a meeting held on March 16, 1942, it was voted that I confer with Mr. Mooney, Janitor at the Peabody School, relative to his request for retirement on pension.

On Monday, March 23, I went to see Mr. Mooney in regard to this matter and he informs me that he wishes to withdraw his application for retirement on pension at this time.

Very truly yours,

WILLIAM F. FITZGERALD,
Chief Custodian.

On motion by Committeeman Robart it was voted that the report of the Chief Custodian be accepted and the resignation of Mr. Mooney, janitor at the Peabody School, be given leave to withdraw.

Committeeman Fitzgerald reported that, in conformity with a vote of the School Committee, he and Committeeman Brooks had conferred with the City Solicitor relative to the payment of salaries to certain members of the teaching staff. Committeeman Fitzgerald then moved that, in accordance with the decision arrived at by the City Solicitor and the City Solicitor's opinion as presented in writing at a previous meeting, William F. Boyle be paid all salary due him as substitute teacher of welding up to and including the week of February 2, 1942.

On motion by Committeeman Fitzgerald it was further voted, on the following roll-call, that John Landrigan and Edward F. Hurley be paid all salary due them as Prevocational Teachers from January 5, 1942 to Feb. 2, 1942 and that George Olesen be paid the amount due him as Assistant Headmaster at the High and Latin School from January 5, 1942, to February 2, 1942: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran voting yes.

On motion by Committeeman Robart it was voted that the secretary furnish the City Solicitor with the rule by which the sub-masters came into a certain category and a copy of the motion covering the adoption of rules of the School Committee for the year 1942 and request a supplementary opinion relative to the status of the sub-masters.

Committeeman Robart presented the following proposed amendment to Section 11 of Chapter IX of the Rules of the School Committee: "Any woman teacher now or hereafter appointed to the permanent teaching force may marry and remain in the service for a period not to exceed six months after present war emergency, provided that said teachers subscribes to such rules and regulations as are prepared by the Superintendent of Schools and approved by the School Committee". This proposed amendment lays on the "Calendar" in accordance with the rules.

On motion by Committeeman Fitzgerald it was voted to recess until Tuesday evening, April 7, at 8:00 p.m.

TUESDAY, APRIL 7, 1942:

The Committee reconvened at 8:00 p.m.

Members present: Committeemen Brooks, Mrs. Conant, Fitzgerald, Robart and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Committeeman Fitzgerald it was voted to adopt the following proposed amendment to the rules as presented by him at the meeting of March 16, 1942: "In the event that any member designated to sign payrolls refuses to sign same, the payroll shall then be submitted to the remaining members of the School Committee, or a majority thereof, for their signature. If a majority signs the payroll the auditor shall be notified of the action of the majority and he shall honor the payroll in its entirety."

On motion by Committeeman Brooks it was voted to adopt the proposed amendment to the rules, as presented by him at the meeting of March 16, 1942: "That Section 4 of Chapter XXII of the Rules be amended by inserting after the words 'may be absent on account of personal illness' the words 'or exposure to contagious disease'."

The chair ordered placed on file a statement submitted by Committeewoman Mrs. Conant relative to signing of the payroll.

Committeewoman Mrs. Conant moved, in accordance with Sec. 11 of Chap. IV. of the Rules, to rescind the motion by which the Gannett School was closed. This motion lays on the "Calendar" in accordance with the Rules.

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL,
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Wednesday, April 15, 1942. SPECIAL MEETING: Called by His Honor, the Mayor to consider and act upon the budget.

Members present: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran.

It was voted that the sum of $65,096.66 be appropriated for ADMINISTRATION SALARIES.

It was voted that the additional sum of $200 be appropriated to ADMINISTRATION SALARIES for "Secretary of the Sub-Committees".

It was voted that the sum of $1,410,000.00 be appropriated for TEACHERS SALARIES-Day Schools.

It was voted to hold in abeyance the appropriation for TEACHERS' SALARIES'-Substitutes.

A motion was offered that the position of Posture Physician be abolished and the sum of $3000 be stricken from the budget. A substitute motion that a committee of three be appointed to investigate the civil service status of this position was lost. It was then vote that the secretary be instructed to report to the committee as to whether the position of posture physician is under Civil Service classification.

It was voted that the Superintendent report at the next budget meeting as to the duties of the Posture Physician and his accomplishments, if any, as Posture Physician.

It was voted to refer to the Committee on Athletics for recommendation the appropriation for TEACHERS SALARIES-Athletics.

It was voted that the sum of $11,000 be appropriated to TEACHERS' SALARIES-Evening Schools.

It was voted that the sum of $2,500 be appropriated to TEACHERS' SALARIES-Americanization.

It was voted that the sum of $500 be appropriated to TEACHERS' SALARIES-Examinations.

It was voted to refer to the Committee on Buildings and Grounds the appropriation for JANITORS' SALARIES.

It was voted that the items TEXT BOOKS and SUPPLIES as appearing in the budget, be referred to the Assistant Superintendent for survey and further recommendation.

It was voted that the sum of $1,500 be appropriated for NURSERY CLASS SUPPLIES.

It was voted to hold in abeyance pending report from His Honor, the Mayor, the matter of LUNCHROOM SUPPLIES.

It was voted that the sum of $1,500 be appropriated for TUITION TO OTHER CITIES.

It was voted that the sum of $3,900 be appropriated for TRANSPORTATION OF PUPILS.

Vice-Chairman Dr. Cassidy in the chair.

It was voted on motion by Mayor Corcoran to reconsider the vote adopting the appropriation for TRANSPORTATION OF PUPILS. It was then voted that a committee of one be be appointed to investigate the appropriation TRANSPORTATION OF PUPILS, with a view of reducing the amount of $3,900 as previously recommended. The chair appointed His Honor, the Mayor to serve as a committee of one.

Mayor Corcoran in the chair.

It was voted that the appropriation for FUEL be held in abeyance.

It was voted that a committee, to consist of the Assistant Superintendent, Business Agent and the Chief Custodian be appointed to investigate items LIGHTING, POWER, HEATING AT RINDGE, LIGHT AND POWER AT RINDGE and GENERAL EXPENSES - TELEPHONES and report to the next meeting of the budget for the purpose of determining to what extent the Municipal Defense Committee can be billed for these services.

It was voted that the School Committee petition the Muncipal Defense Committee for heat, light and telephone service required by the utilization of school buildings for civilian defense purposes.

It was voted to hold in abeynance the items of FURNITURE AND FURNISHINGS.

It was voted to refer to the Committee on Buildings and Grounds for recommendation the item of REPAIRS, and JANITORS' SUPPLIES.

It was voted to refer to the Committee on Athletics the item of ATHLETIC CLOTHING.

It was voted to strike out the item MUSEUM SUPPLIES as this has been cared for in another appropriation.

It was voted to appropriate the sum of $90.00 for KINDERGARTEN XMAS EXPENSES.

It was voted to appropriate the sum of $30.00 for MINOR'S LICENSE REFUNDS.

GENERAL EXPENSES:

It was voted to appropriate the sum of $800 for POSTAGE.

It was voted to hold in abeyance the item of PRINTING and ADVERTISING.

It was voted to appropriate the sum of $800 for OFFICE SUPPLIES AND FORMS.

It was voted that Committeeman Robart be designated as a commitee of one to investigate and report on the matter of insurance for School Department Automobiles.

It was voted that the sum of $1000 be appropriated for CAR TICKETS.

It was voted that the sum of $200. be appropriated for COMMITTEE EXPENSES.

OTHER EXPENSES:

It was voted that the sum of $750 be appropriated for GRADUATION EXPENSES.

It was voted that the sum of $1,200 be appropriated for EXPRESSAGE AND CARTING:

It was voted that the matter of RENT OF ST. MARY'S be referred to the Assistant Superintendent of Schools to confer with the State Officials and make a report.

It was voted that the sum of $100 be appropriated for "CARE OF PIANOS.

It was voted that the sum of $74.00 be appropriated for RENT OF CHAIRS.

It was voted that the sum of $300 be appropriated for LAUNDRY.

It was voted that the sum of $50.00 be appropriated for TRAFFIC BELTS.

It was voted that the sum of $20.00 be appropriated for NEWSBOY BADGES.

It was voted that the sum of $775 be appropriated for BOILER INSURANCE.

It was voted that the sum of $3,916.95 be appropriated for RETIREMENT FUND CONTRIBUTION 4% and that the sum of $2,266 for RETIREMENT FUND CONTRIBUTION 5%.

It was voted to strike from the budget the item W.P.A. ALLOTMENT $1,000.

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL
Secretary of the School Committee.

SCHOOL COMMITTEE (OFFICIAL REPORT)

April 21, 1942

REGULAR MEETING:

Members present: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

Committeeman Fitzgerald moved adoption of the minutes of the meetings of April 1, April 6, April 7, and April 15. It was voted to adopt a substitute motion by Committeeman Robart that the matter of approval of the minutes of the meetings be deferred until later in the meeting.

A communication was presented from the Board of Health advising that the week beginning April 26 is to be designated as Annual Spring Clean-Up Week and requesting the cooperation of the School Committee to the end that this 1942 Clean-Up Campaign will be most successful. On motion by Committeeman Robart it was voted that the School Committee endorse the Clean-Up Week Campaign.

On motion by Committeeman Brooks it was voted to refer to the Committee on Buildings and Grounds a communication from the City Manager advising that in making a tour of the city it has been noticed particularly that around many of the schools there were large collections of paper which had apparently been thrown there by the students. On motion by Committeewoman Mrs. Conant it was further voted that a copy of the City Manager's letter be sent to each school principal or master.

A communication was received from the City Manager relative to having all City employees take part in a flower growing contest, sponsored by the City Manager who has donated suitable prizes for the winners of this contest. Committeeman Robart moved that the matter be referred to the President of the Custodian's Association for such action as they care to take, the contest having the endorsement of the School Committee. Committeeman Fitzgerald offered a substitute motion that a copy of the City Manager's bulletin be sent to each janitor in the school system with the statement that it has the endorsement of the School Committee. After considerable debate Committeeman Fitzgerald was given unanimous consent to withdraw his substitute motion and it was then voted to adopt a substitute motion by Committeeman Brooks that the matter be referred to the Committee on Buildings and Grounds.

The following communication was received from John J. Terry, Superintendent of Buildings:

CITY OF CAMBRIDGE
BUILDING DEPARTMENT

April 17, 1942.

Hon. John H. Corcoran,
Mayor,
City of Cambridge.

Dear Sir:

On Friday, April 17, in company with Mr. Saurwein of Harvard College we made a general inspection of the heating installation and steam flow meter located in Fire Headquarters.

There is no question about the inaccuracy of the steam flow meter as there has been no calibration made since the installation. Mr. Saurwein and I conclude that a condensate meter would be more accurate on account of not being as sensitive as the Brown Steam Flow Meter installed.

To make this change would entail an expenditure of $250. to $300. which in our judgement is not necessary as an equitable allocation of the bills can be made in proportion to the radiation in each building.

I recommend that you appoint a committee to go into the matter and report to you, and may I suggest that the committee comprise a representative of the School Department, a representative of the Fire Department, Superintendent of Buildings, and this committee to meet with Mr. Saurwein of Harvard College.

Yours very truly,
JOHN J. TERRY,

Superintendent of Public Building.

Committeeman Brooks moved that this matter be referred to the City Manager with the request that the sum of $250. be included in the Building Department's budget for the purpose of installing the meter suggested by Mr. Terry. Committeeman Brooks was given unanimous consent to withdraw his motion and it was voted to adopt a motion by Committeeman Robart that His Honor, the Mayor appoint such a committee as outlined in Mr. Terry's letter. The chair appointed Committeeman Robart to represent the School Committee on this conference committee.

It was voted to place on file a communication from Local Selective Service System No. 47 thanking the committee for granting the use of the schools, in the recent registration.

A communication was received from the Sacred Heart School, East Cambridge, advising that during the week of May 17 the parish is to celebrate its Centennial and requesting permission to use the Quinn Auditorium, Rindge Technical School, on Sunday, May 17, at 3:00 p.m. for a dress rehearsal and again on Monday, May 18, at 8:00 p.m., and, further, petitioning that the usual charges for the rental of this auditorium be abated. On motion by Committeeman Fitzgerald it was voted that the Sacred Heart Parish be granted permission to use the Quinn Auditorium, Rindge Technical School on Sunday, May 17, at 3 p.m. for dress reheasal and again on Monday, May 18, at 8:00 p.m. upon payment of janitor's fee on both occasions.

The following communication was presented from the City Solicitor:

CITY OF CAMBRIDGE
LAW DEPARTMENT

April 17, 1942.

Edw. J. O'Connell,
Secretary - School Committee,
Cambridge, Mass.

Dear Sir:

I am in receipt of your communication of April 14, 1942, concerning the rule applying to the sub-masters in the elementary schools.

I note that on October 20, 1941, the School Committee adopted the following amendment to its rule:

"The the position of Sub-master shall have the same rating as that of a male teacher in the high schools and the compensation shall be the same for both positions."

The effect of this amendment was to increase the salaries of the submasters. As a result of the provisions of Chapter 505 of the Acts of 1941, salaries could not be legally increased by the School Department during the term of the act. This term expired on January 5, 1942.

I further note the wording of the motion and vote at the first meeting of this year, wherein it was voted--
"that the rules of the School Committee for the year 1941 be adopted as the rules of the School Committee for the years 1942-1943."

After considering the matter, I am of the opinion that the effect of this vote was to adopt the rules as they were worded at the end of the year 1941. This would include the amendment passed on October 20, 1941, although the increase provided for by that amendment was ineffectual in 1941.

In substance, the vote adopted on January 5, 1942, in my opinion, had the same result as if a new copy of the rules had been written out and read at the meeting and had been voted on.

It therefore follows that in the year 1942 the salaries of the submasters referred to in your letter are regulated according to the rules of 1942 which, as I have already stated incorporated by reference the words of the amendment passed on October 20, 1941.

Yours very truly,

JOHN A. DALY,
City Solicitor.

Committeeman Robart moved that, consistent with the ruling of the City Solicitor, the sub-masters in question be compensated at the salary set forth in the rules of the School Committee effective January 5, 1942. A substitute motion by Vice-Chairman Dr. Cassidy that a copy of the City Solicitor's letter be sent to each member before action is taken, failed of adoption. It was then voted, on the following roll-call, to adopt a motion by Committeeman Robart that the Business Agent be instructed to pay the sub-masters the salary consistent with the City Solicitor's ruling, effective January 5, 1942: Committeemen Brooks, Mrs. Conant, Fitzgerald and Robart voting yes; Committeeman Wood and Mayor Corcoran voting no; Vice-Chairman Dr. Cassidy not voting. A motion by Committeeman Fitzgerald to reconsider this vote, hoping same would not prevail failed of adoption.

A communication was presented from the League of Women Voters relative to Patrick J. Moynihan's Survey Report, with particular reference to the section on lunch rooms. Committeeman Fitzgerald moved that it be referred to the budget. On the following roll-call it was voted to adopt a substitute motion by Committeeman Robart that the communication be received and placed on file: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Robart, Wood and Mayor Corcoran voting yes; Committeeman Fitzgerald voting no.

Communications were received from the following citizens urging the School Committee to conform to suggestions of the Cambridge Taxpayers League that (1) luncheon privileges in our schools be let out to concessionaires; (2) the Gannett School remain closed and (3) the purchasing of supplies be effected through the office of the City Purchasing Agent:

H. P. Kitfield, 25 Arlington Street. Cambridge, Mass.

Edward S. Thurston, 44 Coolidge Avenue, Cambridge.
Christopher R. Eliot, 21 Francis Avenue, Cambridge.
Edward W. Forbes, Fogg Museum of Art, Harvard University, Cambridge, Mass.

It was voted that these communications be placed on file.

The Superintendent reported the retirement of Adele Schroder, a teacher at the High and Latin School for over twenty-six years. On motion by Committeeman Fitzgerald it was voted that the School Committee's sincere appreciation for her long and faithful service to the citizens of Cambridge be conveyed to Miss Schroder.

It was voted to receive and place on file a report from the Superintendent that Joseph J. Ranieri, a teacher at the Boys Vocational School, has been called into active military service effective April 21, 1942, and is therefore, granted indefinite leave of absence in accordance with the rules of the School Committee.

On motion by Committeeman Fitzgerald it was voted to place on file a communication from Acting Postmaster John W. Gleavey, conveying the congratulations of Daniel J. Doherty, State Administrator of Defense Bonds and Stamps, to supervisors, teachers and pupils of the Cambridge Schools for the excellent results achieved during the month of March in the sales of these war securities.

The Superintendent recommended the adoption of the following text books for use in the Cambridge Public Schools, this recommendation to lay on the "Calendar" in accordance with the rules:

PUBLISHED BY LAIDLAW BROS.:

- Our Country, by Beeby and others, Grade 5.
- The Middle Ages, by McClure and others. Grade 6.
- Learning Arithmetic, by Lennes and others, Book 3 to 8.

Literature Series:

- Excursions in Fact and Fancy, by Wellens and Others, Grade 7.
- Your World in Prose and Verse, by Wellens and Others, Grade 7.
- Expanding Literary Interests, by Wellens and others, Grade 9.
- Exploring Literary Trails, by Sharp, and others, Grade 10.
- American Life in Literature, by Sharp and others, Grade 11.
- English Life in Literature, by Sharp and others, Grade 1p.

The Superintendent recommended that, on the advice of the State Commissioner of Education, who is State Rationing Administrator, the schools be closed on May 4, 5, 6, and 7, for the purpose of registering every man woman and child in the City of Cambridge for their War Ration Book, No. 1 and, further, that the local rationing board be permitted to use the high schools on April 28 and 29 and the elementary schools May 4, 5, 6, and 7. On motion by Committeeman Robart it was voted that the Superintendent's recommendation be adopted.

The Superintendent presented a communication from J. Louis Doyle, Director of Art, advising that the Cantabrigia Club of Cambridge has offered three cash prizes to members of the Art Dept. of the High and Latin and Rindge Technical Schools for the best piece of art work done by students in the third and fourth year and asking permission to accept an invitation to represent the Cambridge School Department at the annual meeting to be held on April 24, 1942, at which time an exhibition of the work submitted will be held and the prizes awarded. The Superintendent recommended that the permission requested by Mr. Doyle be granted. On motion by Committeeman Fitzgerald it was voted to adopt the Superintendent's recommendation.

The Superintendent transmitted the following communication, addressed to the Assistant Superintendent by the Division of Training and Re-employment, W.P.A.:

FEDERAL WORKS AGENCY
W.P.A.

April 16, 1942.

Mr. John J. Tobin,
Asst. Supt. of Schools,
Cambridge, Mass.

Dear Mr. Tobin:

We have leased the Watts Machine Co., located at 4 Portland Street, Cambridge, Mass., from 11:00 p.m. to 7:00 a.m. during the period beginning approximately April 23, 1942 and ending June 30, 1942.

This lease covers the use of the attached list of equipment to provide facilities to be used to train workers in occupations to National Defense.

In accordance with previous agreement with the State Department of Education, Division of Vocational Education, we are hereby offering the use of these facilities to the School Committee of the City of Cambridge, to be operated as a publicly controlled system of vocational education.

It is also our understanding that during the period of this lease the facilities will be operated under the control and supervision of the local school authorities.

Very truly yours,
DENNIS W. DELANEY,
Administrator.

JOHN S. SULLIVAN,
Director - Div. Training and
Re-employment

The Superintendent recommended that the offer of the facilities as set forth in the above communication, to be operated as a publicly controlled system of vocational education, beaccepted and approved. On motion by Committeeman Fitzgerald it was voted to approve the Superintendent's recommendation.

ment to the rules, as submitted by him at the meeting of March 16, 1942: "That the second sentence of the second paragraph on Page 29 of Sec. 3, Chapter IX of the Rules of the School Committee be amended to read as follows: For the major subject, 30 percent shall be allowed; for each minor subject, 15 percent shall be allowed; for amount, quality and character of experience, 40 percent shall be allowed -- making a total of 100 percent." A motion by Committeeman Wood that the matter be tabled was lost on the following roll-call: Committeemen Dr. Cassidy, Mrs. Conant, and Wood voting yes; Committeemen Brooks, Fitzgerald, Robart and Mayor Corcoran voting no. A motion for the previous question, by Committeeman Brooks, prevailed on the following roll-call: Committeemen Brooks, Fitzgerald, Robart and Mayor Corcoran voting yes; Committeemen Dr. Cassidy, Mrs. Conant, and Wood voting no. The chair then ordered the main question and on the following roll-call it was voted to adopt the proposed amendment to the rules: Committeemen Brooks, Fitzgerald, Robart and Mayor Corcoran voting yes; Committeemen Dr. Cassidy, Mrs. Conant, and Wood voting no. A motion to reconsider this vote, by Committeeman Robart, hoping same would not prevail, failed of adoption.

On motion by Committeeman Fitzgerald it was voted that the Text Books recommended by the Superintendent at the meeting of April 6, 1942 be adopted.

Committeeman Robart moved adoption of the following proposed amendment to the rules, as presented by him at the meeting of April 6, 1942: "Any woman teacher now or hereafter appointed to the permanent teaching force may marry and remain in the service for a period not to exceed six months after the present war emergency, provided that said teachers subscribe to such rules and regulations as are prepared by the Superintendent of Schools and approved by the School Committee". Vice-Chairman Dr. Cassidy raised a point of order that this proposed amendment is in fact, an attempt to rescind a previous vote of the committee whereby, by a four to three vote, it was voted not to allow women teachers marry and retain their position. On a point of information Committeeman Fitzgerald advised that the motion Vice-Chairman Dr. Cassidy has reference to was a motion to allow women teachers to marry men in the armed forces and retain their position and that Committeeman Robart's motion is a separate and distinct motion. The chair ruled that Vice-Chairman Dr. Cassidy's point of order was not well taken. On motion by Committeeman Robart it was voted on the following roll-call, to strike from the proposed amendment the words "and approved by the School Committee:" Committeemen Brooks, Mrs. Conant, Robart and Mayor Corcoran voting yes; Committeemen Dr. Cassidy, Fitzgerald and Wood voting no. On a point of order by Committeeman Fitzgerald that the proposed amendment does not specify the chapter or section which it proposes to amend, the chair ruled the proposed amendment was in order. It was then voted, on the following roll-call to adopt the proposed amendment, as submitted by Committeeman Robart, "that any woman teacher now or hereafter appointed to the permanent teaching force may marry and remain in the service for a period not to exceed six months after the present war emergency, provided that said teachers subscribe to such rules and regulations as are prepared by the Superintendent of Schools. Committeemen Brooks, Mrs. Conant, Robart, Wood and Mayor Corcoran voting yes; Committeemen Dr. Cassidy and Fitzgerald voting no. A motion by Committeeman Robart, to reconsider this vote, hoping same would not prevail, failed of adoption.

Committeewoman Mrs. Conant moved adoption of the motion, submitted by her at the meeting of April 6, 1942, "that the motion by which the Gannett School was closed be rescinded". Vice-Chairman Dr. Cassidy moved that the motion to rescind lay on the table. On a parliamentary question by Committeeman Robart as to whether a motion to rescind could be laid on the table, the chair ruled that it could not and that Committeeman Robart's point was well taken. After considerable debate a motion for the previous question having prevailed the chair ordered the main question. On the following roll-call it was voted **NOT** to rescind the motion by which the Gannett School was closed: Committeemen Dr. Cassidy, Mrs. Conant, and Wood voting yes; Committeemen Brooks, Fitzgerald, Robart and Mayor Corcoran voting no. A motion by Committeeman Robart to reconsider this vote, hoping same would not prevail, failed of adoption.

Committeeman Wood moved adoption of the following proposed amendment to the rules, as presented by him at the meeting of April 7, 1942 "that a business manager, versed in accounting, be appointed to have complete charge of the accounts and moneys of the school system; that such position be created and said appointee shall be chosen as a result of a Civil Service examination. Said business manager shall be directly responsible to the School Committee. The salary for this position shall be established at $4,000 per year." A motion for the previous question having prevailed, the chair ordered the main question. On the following roll-call it was voted NOT to adopt the proposed amendment to the rules relative to creating the position of a business manager: Committeemen Dr. Cassidy and Wood voting yes; Committeemen Brooks, Mrs. Conant, Fitzgerald, Robart and Mayor Corcoran voting no. A motion to reconsider this vote hoping same would not prevail failed of adoption on the following roll-call: Committeemen Dr. Cassidy and Wood voting yes; Committeemen Brooks, Mrs. Conant, Fitzgerald, Robart and Mayor Corcoran voting no.

Committeeman Robart moved adoption of the following proposed amendment to the rules, as submitted by him at the meeting of April 15, 1942 "that the following salary schedule for substitute teachers be adopted, said schedule to be effective May 1, 1942: Kindergarten Substitute $4.00 per day; Elementary School substitute - $5.00 per day; High Schools Substitute $6.00 per day". A motion for the previous question having prevailed the chair ordered the main question and on the following roll-call it was voted **NOT** to adopt the proposed amendment relative to substitute's salaries: Committeemen Dr. Cassidy, Robart and Mayor Corcoran voting yes; Committeemen Brooks, Mrs. Conant, Fitzgerald, and Wood voting no. Committeeman Robart then moved reconsideration of this vote, hoping same **would** prevail. On the following roll-call the motion to reconsider was adopted: Committeemen Dr. Cassidy, Fitzgerald, Robart and Mayor Corcoran voting yes; Committeemen Brooks, Mrs. Conant, and Wood voting no. The motion for the previous question having again carried, the chair ordered the main question and on the following roll-call it was voted to adopt the proposed amendment to the rules "that the following salary schedule for substitute teachers be adopted, effective May 1, 1942: Kindergarten substitutes - $4.00 per day; Elementary School Substitutes - $5.00 per day; High School Substitutes $6.00 per day:" Committeemen Dr. Cassidy, Fitzgerald, Robart, and Mayor Corcoran voting yes; Committeemen Brooks, Mrs. Conant, and Wood voting no.

Committeeman Robart, chairman of the Committee on Buildings and Grounds, presented the following report of the Committee on Building and Grounds:

COMMITTEE ON BUILDINGS AND GROUNDS

April 21, 1942.

PRESENT:

Committeeman Robart - Chairman
Committeewoman Mrs. Conant
Committeeman Fitzgerald

It was voted to recommend that a sum of $180 be appropriated for the purpose of installing screens on the Russell School Playground, north and south side, for the purpose of allowing soft-ball playing by children. By adoption of this order the petition from the parents in the district will be acquiesced to as the screening of these windows will afford the younger children an opportunity to play softball in the yard without causing damage to the building.

It was voted that the Chief Custodian be instructed to dismantle the outdoor track at the High and Latin School yard and store same as in the past.

It was voted to recommend that Section 12 of Chapter V of the rules be amended by striking out the word "teacher" wherever it appears and substitute in place thereof the word "employee".

It was voted to adjourn:

RALPH W. ROBART,
Chairman.

On motion by Committeeman Robart it was voted that the report of the Committee on Buildings and Grounds with the exception of the proposed amendment to the rules relative to granting authority to the Superintendent of Schools to suspend certain employees (which lays on "Calendar" in accordance with the rules) be approved and the recommendations adopted.

Committeeman Brooks, chairman of the Committee on athletics, presented the recommendation that the Rindge Technical School Track Team be granted permission to accept an invitation to take part in the Penn Relay Games to be held in Philadelphia. It was voted on the following roll-call, on motion by Committeeman Brooks that the permission requested be granted and that a sum not to exceed $150. be appropriated from the High Schools Athletic Fund to defray the expenses of sending the Rindge Technical School Track Team and coach to the Penn Relay Games: Committeemen Brooks, Dr. Cassidy, Robart, and Mayor Corcoran voting yes; Committeemen Mrs. Conant, Fitzgerald and Wood voting no. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

The Superintendent requested that a committee of three be appointed to read his annual report. The chair appointed Committeemen Robart, Mrs. Conant, and Wood.

Vice-Chairman Dr. Cassidy in the chair.

Mayor Corcoran presented the following report on lunchroom concessionaire, which lays on the table:

Stenographic Record of Interview Between Mayor John H. Corcoran and Mr. James P. Hoar of Boston

April 16, 1942.

Mayor Corcoran: What is your name and address?

Mr. Hoar: James P. Hoar, 1662 Columbia Road, South Boston.

Mayor Corcoran: How long have you been in the food business?

Mr. Hoar: 29 years for myself.

Mayor Corcoran: How long have you been in the school business in Boston?

Mr. Hoar: 18 years.

Mayor Corcoran: How many schools have you had for 18 years?

Mr. Hoar: One for 18 years, one for 7 years and the other 4 years - Washington Allston School, Cambridge St., Oliver Wendell Holmes School, Dorchester, Woodrow Wilson School, Dorchester.

Mayor Corcoran: How many children do you feed?

Mr. Hoar: At the Woodrow Wilson School - 1200, and the Oliver Wendell Holmes 1250 - about the same.

Mayor Corcoran: Under what terms would you be willing to take over the private concessionaire for lunches in the Rindge and Latin Schools in Cambridge?

Mr. Hoar: There isn't any profit in it to pay the Cambridge School Department anything for the privilege of the concession but I would be willing to reimburse the School Department for the cost of gas used and electricity supplied. If the Cambridge School Department should employ me as a concessionaire I would guarantee to keep the place absolutely clean. I will give the children of Cambridge the best possible food cooked fresh each day at the lowest possible price. I will endeavor in every way to cooperate with the dietians and the headmasters of the schools. I have been 29 years in the food business and I have built up a reputation in the food business. I operate other food establishments outside the schools. I feel that my reputation would be seriously damaged if I did not make good on these lunchrooms. So you may rest assured, Mr. Mayor, that I will do everything possible to satisfy all parties. I have been able to do so for the past 18 years in the Boston schools without any complaints, and without boasting I feel very confident, if I am allowed to assume the controls of the lunchrooms in these two Cambridge schools, I will prove equally satisfactory.

Mayor Corcoran: Who supervises nutrition values?

Mr. Hoar: I forward menus one week in advance to the Boston School Department, under the supervision of the Assistant Superintendent, Dr. Frederick Gillis, formerly under the supervision of Dr. Keenan.

Mayor Corcoran: What position did Dr. Keenan occupy?

Mr. Hoar: He had charge of the lunchrooms until Dr. Gillis took over the lunchrooms. Dr. Keenan is in charge of nutrition. He is head of the Department of Hygiene and Nutrition.

Mayor Corcoran: You never had any trouble with Dr. Keenan?

Mr. Hoar: No.

Mayor Corcoran: Can you obtain any letters of recommendation from the masters under whom you have served?

Mr. Hoar: Yes, Mr. Mayor, I can.

Mayor Corcoran: Will you do so?

Mr. Hoar: I will.

Mayor Corcoran: Can you get any other letters of recommendation from the schools that you think might interest the School Committee?

Mr. Hoar: Yes, Mr. Mayor, I can.

Mayor Corcoran: Will you kindly do so?

Mr. Hoar: I will.

Mayor Corcoran: What has been your practice with regard to using canned goods?

Mr. Hoar: My practice in the past has been to use 90% fresh vegetables and fresh foods. At the present time only 10% of the food used by me is canned and that is fruit juices. I use 6 or 7 fresh vegetables every day. I make my own tomato soup, using fresh tomatoes. Beef soup I make out of meat and fressh vegetables. Fish chowder I make - using fresh fish. At the present time not more than 10% of the food is canned. Also I would like to state that I do not use over 10% of canned food of any kind outside of fruit juices.

Mayor Corcoran: Would you be willing to favor Cambridge dealers in the event that you get these concessions, all things being equal?

Mr. Hoar: Yes, I would. I buy from local Cambridge dealers now.

Mayor Corcoran: Would you be willing to take the lunchrooms over on an experimental basis until the end of 1942?

Mr. Hoar: I would much prefer to have it on a yearly basis because I make contracts for employment with women for at least a year and I buy some of my food on a yearly basis.

Mayor Corcoran: What will you do regarding any inventories we may have left over in the event that you become the concessionaire?

Mr. Hoar: I would be only too glad to relieve the School Department of canned goods that I am in the habit of using and would pay them whatever they paid for it. or the market price today, and I will cooperate in every way possible to dispose of the balance.

Mayor Corcoran: What about equipment, utensils, etc.?

Mr. Hoar: I would like to have the School Department's permission to use this equipment for one year and in the event of further contract would be willing to replace any utensils or equipment as they are worn out.

Mayor Corcoran: Do you wish to include in this the use of the cash registers?

Mr. Hoar: I would much prefer to have the School Department dispose of these cash registers, I use a check system and it works out all right.

Mayor Corcoran: Am I right in assuming that this check system will be installed at your own expense?

Mr. Hoar: That is right. t

Mayor Corcoran: You use this check system in the Boston schools at the present time and it works properly and without any trouble?

Mr. Hoar: Very well. It is beneficial both to the pupils and the school.

Mayor Corcoran: Where do you intend to cook the food?

Mr. Hoar: On the premises for each school.

Mayor Corcoran: What time will you need to have the schools open?

Mr. Hoar: At eight o'clock each morning my employees will start their work.

Mayor Corcoran: And your merchandise will arrive about 8?

Mr. Hoar: Yes.

Mayor Corcoran: You have seen our lunchrooms?

Mr. Hoar: Yes.

Mayor Corcoran: Are the facilities satisfactory?

Mr. Hoar: Yes - except the boys in the high school have difficulty getting hot dishes.

Mayor Corcoran: What do you think about hot food in the boys' section of the high school.

Mr. Hoar: In my opinion they should have hot dishes which they are not getting at the present time. I believe they should have hot dishes such as on the menus on the girl' side, such as soups and hot food of all descriptions that are on the menu every day.

Mayor Corcoran: Why aren't they available on the boys' side as well as the girls' side?

Mr. Hoar: From my observations there was no place to keep the food warm and proper equipment was lacking.

Mayor Corcoran: How will you remedy this situation?

Mr. Hoar: By installing a steam table and providing facilities for the serving of hot food on the boys' side.

Mayor Corcoran: At whose expense will you provide this steam table? Mr. Hoar: At my own expense.

Mayor Corcoran: How will you let the pupils know of the hot dishes which are available?

Mr. Hoar: I wil lhave a menu card posted in the lunchroom each day which can be seen by all. Those menus will agree with the menus as submitted by me to the dietians the week previous.

Mayor Corcoran: Do you think you can sell food to the Cambridge children as reasonably as it is being sold now?

Mr. Hoar: More reasonably.

Mayor Corcoran: Are the portions that you serve in the Boston Schools as large as those that are being served in the Cambridge schools?

Mr. Hoar: I never saw the Cambridge portions, but I will wager mine are larger.

Mayor Corcoran: How about sandwiches?

Mr. Hoar: I would say my sandwiches are as big as those served in the Cambridge Schools. The reason I make this claim is that I have compared my sandwiches with those prepared by the Women's Educational Union and mine are larger.

Committeewoman Mrs. Conant presented the following report on lunchrooms which lays on the table:

REPORT OF COMMITTEE ON ON LUNCHROOMS

April 15, 1942

The Lunchroom Committee appointed on February 9 has had four meetings.

Headmaster Downey of the High and Latin School and Headmaster Wood of the Rindge Technical School have conferred with their lunchroom managers and reported a few needs in equipment and the problems connected with the present set of matrons.

Both headmasters reported that their managers would like responsibility for buying, especially foods with varying prices, such as fresh vegetables, fruits, and meats; and both stated that, since all costs were unknown to them, it was nearly impossible to determine fair prices to pupils. Headmasters Downey and Wood visited Brookline and Newton lunchrooms where, in each case, the lunchrooms are self-supporting.

Mrs. Conant has had two personal conferences with Mr. Lupien, Director of the State Civil Service Commission, and has in writing the following statement from Mr. Lupien: 'That Civil Service has no jurisdiction as to the salaries paid matrons; and, that part-time help may be hired, if desired, through Civil Service.'

Mr. Downey has considered that part of his lunch problem was to lengthen the lunch period and for the past week has been able to increase by at least six minutes each lunch period, giving pupils and the teachers more time to eat and also increasing the time for purchase of food.

Since the receipt of Mr. Moynihan's report, two meetings have been held; at these it was decided that, if the present system of lunchroom management is retained, (a) Each lunchroom manager be empowered to recommend through her headmaster to the Superintendent, the hours to be required of and the salary to be paid to matrons. (b) Each lunchroom manager to be empowered to do her own ordering directly through the assistant business agent, but that the slips Mr. Moynihan recommends be so made out that prices are known upon delivery of goods, and, (c) The other suggestions regarding co-operative menus, weekly ordering, and so forth, be followed as far as possible.

CORA BUTLER CONANT
Member of the School Committee
M. E. FITZGERALD,
Superintendent of Schools
JOHN M. TOBIN,
Asst. Superintendent of Schools.
T. F. DOWNEY, Headmaster
High and Latin School
JOHN W WOOD, Headmaster
Rindge Technical School

On motion by Committeeman Wood it was voted to take from the table the proposed amendment to the rules as presented by him at the meeting of January 12, 1942, "That the Superintendent shall submit, in executive session, names which he proposes to nominate for positions in the school system". On the following roll-call it was voted to adopt this amendment to the rules: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fiitzgerald, Wood and Mayor Corcoran voting yes; Committeeman Robart voting no.

On motion by Committeeman Fitzgerald it was voted to take from the table and adopt the minutes of the meeting of March 16, 1942 as printed.

On motion by Committeeman Robart it was voted that the minutes of the special meeting of April 1, 1942, regular meeting of April 6, 1942, special meeting of April 7, 1942 and special meeting of April 15, 1942 be approved as printed.

Relative to the request that he report on the matter of NYA training for high school students, the Superintendent recommended that the representatives of the NYA be granted permission to appear at the graduations of both high schools to explain the advantages of this training. On the following roll-call it was voted **NOT** to adopt the Superintendent's recommendation: Committeeman Robart voting yes; Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Wood and Mayor Corcoran voting no.

Committeeman Wood presented the following proposed amendment, which lays on the "Calendar" in accordance with the rules: "That the second sentence of the second paragraph on Pages 29 of Section 3, Chapter IX of the Rules of the School Committee, be amended to read as follows: For the major subject 40% shall be allowed; for each minor subject, 15% shall be allowed; for amount, quality and character of experience, 30% shall be allowed, making a total of 100 percent.

Committeeman Brooks presented the following proposed amendment to Chapter IV., Sec. 11 of the rules which lays on the "Calendar" in accordance with the rules: "Any motion to rescind shall lay on the table until the next regular meeting and shall require five votes for passage."

It was voted to refer to the budget a motion by Vice-Chairman Dr. Cassidy that all school department employees receiving a salary of $3,000 per year or less be given a $2.00 weekly increase in salary.

Committeeman Robart moved that the Federal Americanization Project be terminated at the end of this school year. On motion by Committeeman Wood it was voted that this motion lay on the table and the Superintendent make a recommendation in regard to this.

It was voted that the City Manager be requested to consider the advisability of constructing a central heating plant for the purpose of furnishing heat to the Rindge Technical School, High and Latin School, Public Library and the Fire Headquarters Building.

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL
Secretary of the School Committee.

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Wednesday, April 22, 1942.

SPECIAL MEETING: Called by order of His Honor, Mayor Corcoran, for the purpose of considering and acting upon the budget.

Members present: Committeemen Brooks, Dr. Cassidy Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

At the suggestion of Mr. Moynihan, the Assistant Superintendent recommended that the executive and business offices of the School Committee shall be open every day throughout the year, from 9:00 a.m. to 5:00 p.m., except Saturdays, Sundays and holidays. On Saturdays, the offices shall be open from 8:00 a.m. to 12 M. The telephone switchboard in the office shall be opened at 8:00 a.m. every day. This recommendation should be effective as of Monday, April 27, 1942. It was voted, on the following roll-call, to adopt the Assistant Superintendent's recommendation: Committeemen Brooks, Mrs. Conant, Robart, Wood and Mayor Corcoran voting yes; Committeemen Dr. Cassidy and Fitzgerald voting no.

It was voted to adopt a recommendation of the Assistant Superintendent that the appropriation of $1,400,000.00 for TEACHERS' SALARIES-Day Schools be further reduced to $1,405,000. for TEACHERS' SALARIES-Day Schools.

It was voted that the appropriation for TEACHERS' SALARIES-Substitutes be increased from $10,000 to $12,000.

A motion that the position of Posture Physician be eliminated and the sum of $3,000 be stricken from the budget was lost on the following roll-call: Committeewoman Mrs. Conant voting yes; Committeemen Brooks, Dr. Cassidy, Fitzgerald, Robart, Wood and Mayor Corcoran voting no.

It was voted that the appropriation for TEACHERS' SALARIES-Athletics be reduced from $8,025. to $7,000.

It was voted that the appropriation for JANITORS' SALARIES- Janitors be reduced from $99,060.57. to $95,560.57.

On the following roll-call it was voted that the salaries of John Campbell, custodian of the Rindge Technical School, and Michael J. Courtney, custodian of the High and Latin School be established at $50.00 per week effective May 1, 1942: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran voting yes.

It was then voted that the appropriation for JANITORS' SALARIES-Janitors be increased from $95,560.57 to $96,120.57.

It was voted to adopt the recommended appropriation of $9,900 for JANITORS' SALARIES-Special Matrons.

It was voted to adopt the recommendation that $10,400. be appropriated for JANITORS' SALARIES Matrons.

It was voted to adopt the recommendation that $6,240. be appropriated for JANITORS' SALARIES - Lunchroom Matrons.

It was voted to adopt a recommendation by Mr. Moynihan that the rental of school halls be placed under the direction and charge of the Secretary of the School Committee. It was further voted that the secretary be instructed to prepare forms to conform to the suggestion of Mr. Moynihan and submit same to the School Committtee for approval.

It was voted that the sum of $2,500 be appropriated for JANITORS' SALARIES-Extra Services.

On recommendation of the Assistant Superintendent it was voted that the sum of $18,000 be appropriated for TEXT BOOKS.

On recommendation of the Assistant Superintendent it was voted that the sum of $33,000 be appropriated for SUPPLIES.

It was voted to appropriate the sum of $39,000. for TRANSPORTATION OF PUPILS.

It was voted to appropriate the sum of $13,000. for LIGHTING.

It was voted to appropriate the sum of $15,000. for POWER.

It was voted that the appropriation for LIGHT & POWER AT RINDGE be reduced from $3,600 to $3,400.

It was voted that the appropriation for REPAIRS be reduced from $20,000 to $15,000.

It was voted that a special meeting be called on Tuesday, April 28, 1942, at the Hotel Commander at 5:00 p.m. for the purpose of considering and acting upon the budget.

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL,
Secretary of the School Committee.

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Tuesday, April 28, 1942

SPECIAL MEETING: Called by vote of the School Committee adopted at meeting of April 22, 1942 and held in executive session for the purpose of considering and acting upon the budget.

Members present: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

It was unanimously agreed that the following rules shall govern the meeting to be held on May 1, 1942, to publicly consider the budget and hear any citizen who desires to discuss the various items in the budget:

1. The duration of the hearing will be for a period of one and one-half hours.
2. Civic or other organizations shall be granted ten minutes in which to discuss the budget. This time may be divided among one or more speakers but the aggregate time allowed to each organization shall not be more than ten minutes.
3. Any person not representing an organization shall have three minutes time in which to discuss the budget.
4. Any organization wishing to have a speaker represent them should furnish said speaker with proper credentials.
5. There shall be no indulging in personalities.

Mayor Corcoran presented the following oral report on the matter of having a concessionaire operate the lunchrooms in the high schools.

"I visited the Rindge and High School lunchrooms. I consulted with the Business Agent of the Boston School Department, Mr. Sullivan, and he recommended me to Mr. James P. Hoar in Boston. I went over to the Woodrow Wilson School which Mr. Hoar operates and I found that he fed 1200 pupils and teachers and about 1250 in the Oliver Wendel Holmes School. After looking over the situation in both places I was convinced that the children were far better fed than they were in our own high schools. On the question of price and supervision I found to my satisfaction that they were getting as good, and in my opinion, better food than the school children of Cambridge. I found them much more efficiently run and managed. I do not believe that with the division of authority that exists in the Cambridge operation of lunchrooms we can possibly operate an efficient lunch room. We have the situation where, I suppose, in the last analysis the Superintenent is responsible and then we have the two masters responsible. In the Cambridge Latin School we have one teacher responsible. We have two dietitians, one in each school. We have several matrons in each school. To my mind it simply adds up to the problem that "too many cooks spoil the broth". There is no real coordinated management. I don't believe the School Committee is set up to run a business. I think it is very inefficiently run. From my observation I think Mr. Moynihan was conservative when he spoke of the many losses which were unaccounted for. The whole situation seems to me very poor. The question of management as I said before, is a very difficult one. I went back to the High and Latin School Boys' Lunch Room section for the first time since I graduated in 1914 and I found it exactly as when I left the school - a dirty small room. The only ventilation came in through the gymnasium and if the gymnasium was being used no one wanted the windows open, and then it was the same old stuffy place it was when I was a boy.

"There were no hot dishes and there were no facilities to serve hot dishes. I asked Mr. Hoar about this and he said he would serve hot lunches and he said he would see to it that they had hot food. He told me that in his operations in Boston his menues were sent to a Dr. Gillis. They were submitted a week in advance and were approved by the doctor. I got in touch with Dr. Gillis and he told me that they had no trouble. He thought it was exemplarily operated. The pupils in the Woodrow Wilson School were of a type of pupil, as I observed them, whose parents would complain if the food was wrong. I went into our lunchroom at the High and Latin School - and I am not criticizing anyone - they were not cleaned before the pupils started to be served. It is my conviction that the children are not being served properly, that they are not being served under best conditions, and in particular in the boys' end they are not being served the proper food. I went into the Cambridge schools and saw the Rindge School particularly and I saw a boy who was occupied in opening bottles of tonic, chocolit whip, etc., and I decided that they were not getting milk or nutritious food.

"Relative to the one-cent milk, Mr. Harrington from my office talked to Mr. Stalker of the Surplus Commodities relative to a statement purporting to have come from his office to the effect that if the lunchrooms were given over to a private concessionaire that we would not be allowed the one-cent milk. Mr. Stalker stated that he had been misunderstood - in fact, Miss Gerstein, who was apparently quoted, called to say she was misinterpreted. The schools can get the milk from the Surplus Commodity Commission provided it is handled by the School Department. The Surplus Commodity is not concerned with whether or not the lunchroom is operated by a private concessionaire in the school or not. Therefore it makes no difference whether or not there is a private concessionaire handling the lunch room, the milk can still be distributed by the School Department.

"The question comes on savings. As near as I can figure out there is a savings to the School Committee of $40,000 odd dollars. There is a certain amount that comes back. The teacher in charge of the High and Latin School Lunchroom is not at all anxious to continue. He would be very willing to continue if he is wanted but he will be very glad to get back to teaching school. The matrons can be transferred. The concessionaire will clean up the whole place and keep it in good shape. If he keeps it in as good shape as the Woodrow Wilson School it will be far cleaner than it is now kept. He will install the equipment for giving hot food in the Rindge and High and Latin School Lunchrooms. He will pay for the gas and, electricity and heat that he uses. He will submit the menues to the two dietitians. The net saving to the city of Cambridge is somewhere between fifteen and twenty thousand dollars. There is no lessening of positions of matrons, it will simply mean transfers.

"I think there is probably some action that should be taken about this serving of tonic. At the Woodrow Wilson school the principal will not allow any tonic to be served. It would seem to me that it would be a constructive idea to insist that these children be made to drink something besides sweets.

"I sincerely recommend this concessionaire system and I think this concessionaire will do a good job. He has been in business 30 years and he is financially responsible. In my opinion we will be doing the children in the two high schools a favor by putting in a concessionaire."

It was then voted that a committee be appointed, to concist of His Honor, the Mayor, the City Solicitor, Assistant Superintendent of Schools and the Headmasters in both high schools, to draft a contract for the operation, by concessionaire, of the high school lunchrooms together with a recommendation as to the consessionaire same to be submitted to the School Committee for approval.

It was voted that the appropriation for LUNCH ROOM SUPPLIES be reduced from $33,000 to $17,000 and the management of the school lunchrooms by the School Department, be terminated in June, 1942.

It was voted that the sum of

$33,500 be appropriated for FUEL.

It was voted that the sum of $18,000 be appropriated for HEATING AT RINDGE.

It was voted that the appropriation for ATHLETIC CLOTHING be reduced from $3,000 to $2,000.

It was voted that the appropriation for TEACHERS' SALARIES-Athletics be increased from $7,000 to $8100.

It was voted to appropriate the sum of $1500 for GENERAL EXPENSES-Printing and Advertising.

It was voted to appropriate the sum of $3400 for GENERAL EXPENSE-Telephone Switchboard.

It was voted to appropriate the sum of $70 for GENERAL EXPENSE Superintendent's Telephone.

It was voted to appropriate the sum of $45.00 for GENERAL EXPENSE-Buildings & Grounds Telephone.

It was voted to appropriate the following sums for GENERAL EXPENSE-Automobiles:

Superintendent.

Storage	$100.00
Gas & Upkeep	$150.00
Registration	$2.00

Buildings and Grounds:

Storage	$100.00
Gas & Upkeep	$175.00
Registration	$2.00

It was voted that insurance covering personal injury and property damage, be placed on both school automobiles and that a sum not to exceed $120 be appropriated to cover the premiums of said insurance. It was further voted that the insurance be placed through the office of Walter S. Attridge Company, 89 Broad St., Boston, Mass.

The Assistant Superintendent reported that he has been informed by Mr. Small of the State Department of Education that in the event the Boys' Vocational School is moved from St. Mary's Building to the Rindge Technical School that it will not cause any reduction in state assistance and the state will continue to pay half the salaries of teachers of this school. It was then voted that the rental of St. Mary's be terminated on July 1, 1942 and that the rental appropriation for $6,000 for said rental be reduced to $4,000.

A motion that all School Department employees receiving a yearly salary of $3000 or less be granted a $2.00 weekly increase of salary, was lost on the following roll-call: Committeemen Dr. Cassidy voting yes; Committeemen Brooks, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran voting no.

It was voted that the appropriation TRAVEL OUTSIDE STATE-$75., as appropriated at the meeting of March 16, 1942, be rescinded and the appropriation striken from the budget.

It was voted that the appropriation TRAVEL OUTSIDE STATE-$350. as appropriated at the meeting of February 24, 1942 be reduced to $277.75.

It was voted that the Business Agent be instructed to enumerate separately items in the School Department budget from which the City of Cambridge received reimbursement of income.

It was voted that the budget amounting to $1,829,841.24 be tentatively adopted as the Budget for the School Department for the Year 1942 and submitted to the School Committee in open session at the special meeting called for Friday, May 1, 1942.

It was voted to adjourn:

ADJOURNED:

EDWARD J. O'CONNELL,
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Friday, May 1, 1942.

SPECIAL MEETING: Called by vote of the School Committee adopted at the meeting of April 6, 1942, for the purpose of considering the budget in public and further to hear any citizen who desires to appear before the Committee in regard to the provisions of said budget.

Members present: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

The chairman read the rules governing the public hearing.

Miss Margaret M. Deastlov appeared for the Cambridge Teachers' Club and petitioned for a $200 early increase for all School Department employees.

The following persons appeared and protested against the proposed closings of the high school lunchrooms: Mrs. J. Fraser, 344 Pearl St., Cambridge, Chairman-Public School Association; Mrs Edw. Mason, 9 Channing St., Cambridge, Public School Association; Ray Guild, 423 Broadway, Cambridge Chapter, National Ass'n. Advancement of Colored People; Mrs. Donald Born, 40 Arlington St., Cambridge, Cambridge Advisory Nutrition Committee; Mrs. Anne Roorback, 74 Avon Hill St., Cambridge, Cambridge League of Women Voters; Frank Townsend, 14 Park Ave., Cambridge, Cambridge Chamber of Commerce; Mrs. James Cowan, Christian Home Makers; Mrs. Morrell Edgerly, Christian Home Makers, Cambridge; Mrs. Merle S. True, 168 Magazine St., Cambridge, Christian Home Makers; Karl A. Grossenbach, 41 Ivaloo St., Am. Ass'n.-Scientific Workers; Wm. R. Carroll, 50 Trowbridge St., Harvard Teachers Union; Mrs. Holmes, 116 Fayerweather St., Cambridge League of Colored Voters; John H Reynolds; Mrs. Mayo, 16 Madison Street, Cambridge; Mrs. Martin Stone, 30 Hillside Ave. Cambridge; Louise M. Parke, 16 Berkeley St., Cambridge.

The time set for the hearing having expired the chair ordered a ten minute recess.

The committee reconvened into regular session.

Committeeman Robart moved that the appropriation for TEACHERS' Salaries-Examinations, be increased from $500 to $1500. Committeewoman Mrs. Conant raised a point of order that Committeeman Robart's motion is out of order inasmuch as the committee can only make this meeting a public hearing and cannot pass any motion that is binding upon the committee as a whole. The chair ruled that the motion was in order. Committeewoman Mrs. Conant appealed from the ruling of the chair an on the following roll-call the ruling of the chair was sustained. Committeemen Brooks, Fitzgerald, Robart, Wood and Mayor Corcoran voted to sustain the chair; Committeewoman Mrs. Conant voted not to sustain the chair; Committeeman Dr. Cassidy absent: Committeeman Robart's motion to increase the appropriation for TEACHERS' SALARIES-Examinations failed of adoption.

A motion by Committeeman Fitzgerald that the appropriation for LUNCH ROOM SUPPLIES be increased from $17,000 to $33,000 was lost on the following roll-call: Committeemen Dr. Cassidy, Mrs. Conant, and Fitzgerald voting yes; Committeemen Brooks, Robart, Wood and Mayor Corcoran voting no.

On motion by Committeeman Wood it was voted on the following roll-call that the appropriation for TEXT BOOKS be reduced from $18,000 to $16,000: Committeemen Brooks, Robart, Wood and Mayor Corcoran voting yes; Committeemen Dr. Cassidy, Mrs. Conant, and Fitzgerald voting no.

On motion by Committeeman Wood it was voted that the appropriation for LUNCH ROOM SUPPLIES be further reduced from $17,000 to $15,900.

Committeeman Robart moved that the following budget be approved and adopted as the budget for the School Department for the year 1942. It was voted NOT to adopt a motion by Committeeman Dr. Cassidy to amend this budget by adding that all employees of the School Department receiving $3,000. or less per year be granted a $2.00 weekly salary increase. It was then voted on the following roll-call that the budget as set forth below be approved and adopted as the budget for the School Department for the Year 1942: Committeemen Brooks, Fitzgerald, Robart, Wood and Mayor Corcoran voting yes; Committeemen Dr. Cassidy and Mrs. Conant voting no. A motion to reconsider this vote, hoping same would not prevail, failed of adoption:

CAMBRIDGE SCHOOL
DEPARTMENT BUDGET FOR
THE YEAR 1942

ADMINISTRATION SALARIES	$ 65,296.66
TEACHERS' SALARIES:	
Day School	1,405,000.00
Substitutes	12,000.00
Posture Physician	3,000.00
Athletics	8,100.00
Evening Schools	11,000.00
Americanization	2,500.00
Teachers' Examination	500.00
JANITORS' SALARIES	
Janitors	96,120.00
Special Matrons	9,900.00
Matrons	10,400.00
Lunchroom Matrons	6,240.00
Extra Service	2,500.00
TEXT BOOKS	16,000.00
SUPPLIES	33,000.00
NURSERY CLASS SUPPLIES	1,500.00
LUNCHROOM SUPPLIES	15,900.00
TUITION TO OTHER CITIES	1,500.00
TRANSPORTATION OF PUPILS	3,900.00
FUEL	33,500.00
LIGHTING	13,000.00
POWER	1,500.00
HEATING AT RINDGE	18,000.00
LIGHT & POWER AT RINDGE	3,400.00
REPAIRS	15,000.00
JANITORS' SALARIES	2,500.00
FURNITURE AND FURNISHINGS	1,500.00
ATHLETIC CLOTHING	2,000.00
KDGTN. XMAS EXPENSES	90.00
MINOR'S LICENSE REFUNDS	30.00
GENERAL EXPENSES	8,460.00
OTHER EXPENSES	7,269.00
RETIREMENT FUND CONTRIBUTION	
4%	3,916.96
5%	2,266.00
TRAVEL OUTSIDE STATE	277.75
PENSIONS	8,704.20
SPECIAL ACCOUNTS:	
P. J. Moynihan - Audit 2-16-42	475.00
P. J. Moynihan - Install new accounting system 4-7-42 495.00	495.00
TOTAL BUDGET FOR THE YEAR - 1942	$1,826,741.24

On motion by Committeeman Fitzgerald it was voted that the budget as shown above be submitted to the City Assessors as the Budget for the School Department for the year 1942, total of said budget being the amount to be raised by the Assessors for school purposes for the year 1942.

On the following roll-call it was voted to ratify a vote adopted at a meeting of the School Committee, held in executive session on April 15, 1942 "that the sum of $200, be appropriated for the position of Secretary of Sub-Committees", said sum having been included in the budget for the year 1942: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran voting yes.

On the following roll-call it was voted to ratify a vote passed at a meeting of the School Committee held in executive session on April 22, 1942 "that the salaries of Michael Courtney, custodian of the High and Latin School and John Campbell, custodian of the Rindge Technical School be established at $50.00 per week, said sum having been included in the budget for the year 1942, effective May 1, 1942: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran voting yes.

On the following roll-call it was voted to ratify a vote passed at a meeting of the School Committee held in executive session on April 28, 1942 that "a committee -- to consist of His Honor, the Mayor, the City Solicitor, the headmasters of both high schools and the Assistant Superintendent of Schools - be appointed to draft a contract for the operation by concessionaire, of the high school lunchrooms together with a recommendation as to the concessionaire, same to be submitted to the school committee for approval: Committeemen Brooks, Robart, Wood and Mayor Corcoran voting yes; Committeemen Dr. Cassidy, Mrs. Conant, and Fitzgerald voting no.

On the following roll-call it was voted that the rental of St. Mary's Hall be terminated as of July 1, 1942: Committeemen Brooks, Mrs. Conant, Fitzgerald, Robart and Mayor Corcoran voting yes; Committeemen Dr. Cassidy and Wood voting no.

It was voted to adjourn:

ADJOURNED:

EDWARD J. O'CONNELL,
Secretary of the School Committee.

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, May 4, 1942.

REGULAR MEETING:

Members present: Committeemen Brooks, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Committeeman Robart it was voted that a request received from the Columbus Associates of Cambridge, asking permission to use the Rindge Auditorium at a reduced rate, be referred to the Secretary for action in accordance with the rules.

On motion by Committeeman Robart it was voted that permission be granted the committee arranging the observance of "I AM AN AMERICAN DAY " to use the Roberts School Auditorium on Sunday, May 17, from 2:00 p.m. to 5:00 p.m. without charge.

It was voted to place on file a communication from Mrs. Merle S. True, of the Christian Homemakers Association relative to the lunchroom situation at the high schools.

It was voted to place on file communications from G. H. Sweetnam, R. J. Cotter, Grace French Andrew and Jerault L. French, citizens requesting that the luncheon privileges in the high schools be let out to concessionaire; that the Gannett School remain closed; that the purchasing of supplies be effected through the office of the City Purchasing Agent.

A communication was received from the Cambridge League of Women Voters advising that the Backyard Gardens Project will again be sponsored by the League this year and asking permission to circularize a pamphlet describing the project to the children of the public schools for the purpose of giving publicity to the undertaking. On motion by Committeeman Brooks it was voted that the project be endorsed and the permission requested be granted.

Bids were presented for printing the minutes of the School Committee meetings and on motion by Committeeman Fitzgerald it was voted, on the following roll-call that the Cambridge Recorder, being the lowest responsible bidder, be awarded the contract at price of $3.40 per type page of straight copy and $3.40 per type page of tabular copy: Committeemen Brooks, Mrs. Conant, Fitzgerald, Robart, Wood and Maor Corcoran voting yes; Vice-Chairman Dr. Cassidy absent.

It was voted to refer to the Committee on Buildings and Grounds the bids received for insuring boilers in the public schools.

The Asst. Superintendent recommended that, on the advice of Mr. Moynihan, who has made a very careful study of the matter, the bids for coal received recently be rejected because of the unsettled conditions and that new bids be obtained. On motion by Committeeman Brooks it was voted that the Assistant Superintendent's recommendation be adopted.

The Superintendent reported that Grace E. Dennett, and Annie F. Stratton, both teachers at the High and Latin School will retire from active service effective July 1, 1942. On motion by Committeeman Fitzgerald it was voted that the retirement of these teachers be spread on the records and that the School Committee's sincere appreciation for their many years of service be transmitted to these two teachers.

The Superintendent presented a communication from the State Department of Education advising that they have a problem in connection with the National Defense classes in welding which requires the immediate service of someone who can visit the welding classes and assist in checking on their efficiency and asking that Louis F. Ferrair, welding teacher at Rindge Technical School be granted leave of absence for the remainder of this school year in order that the State Department of Education could employ him on a temporary basis as a special supervisor of welding classes. On motion by Committeeman Fitzgerald it was voted that the request from the State Department of Education be denied.

On motion by Committeeman Robart it was voted to approve a recommendation of the Superintendent that the afternoon sessions of all elementary schools be terminated at 1:30 p.m. on May 12, 13 and 14 in order to permit all teachers to assist the Rationing Board to register Cambridge automobile owners for their gasoline rationing cards. The teachers will act as registrars in two shifts between the hours of 2:00 p.m. and 8:00 p.m. on the foregoing dates.

On motion by Committeeman Fitzgerald it was voted to approve the following list of Graduation Dates as presented by the Superintendent, and that the matter of assigning speakers for these graduations be laid on the table.

Rindge Technical	June 2	(Tuesday) 8:00 p.m.
High and Latin	June 3	(Wednesday) 8:00 p.m.
Wellington	June 8	(Monday) 11:00 a.m.
Webster	June 8	(Monday) 2:00 p.m.
Roberts	June 9	(Tuesday) 9:30 a.m.
Houghton	June 9	(Tuesday) 11:00 a.m.
Putnam	June 10	(Wednesday) 9:30 a.m.
Morse	June 10	(Wednesday) 11:00 a.m.
Fletcher	June 12	(Friday) 9:30 a.m.
Longfellow	June 12	(Friday) 11:00 a.m.
Ellis	June 12	(Friday) 2:00 p.m.
Agassiz	June 15	(Monday) 9:30 a.m.
Kelley	June 15	(Monday) 11:00 a.m.
Thorndike	June 15	(Monday) 2:00 p.m.
Russell	June 16	(Tuesday) 9:30 a.m.
Haggerty	June 16	(Tuesday) 11:00 a.m.
Peabody	June 16	(Tuesday) 2:00 p.m.
Boys Vocational and Girls' Vocational	June 19	(Friday) 8:00 p.m.

Committeeman Wood, reporting for the committee on proposed regulations relative to teachers absence on account of illness, presented the following report.

The sub-committee on proposed regulations pertaining to absences of teachers because of illness or accident have had their first meeting as of today, May 4, 1942 and report that it was voted to investigate the methods for dealing with and regulating the above issues in other cities. The system in vogue in Boston is at present being examined. A final report will be ready before the end of this school year for consideration by the whole committee.

The policy now in vogue which has been a liberal one largely based on the merits of the sacrifices involved by enforced absence from duty finds only one case subject to present conditions for consideration. Circumstances in the opinion of the sub-committee appear to warrant the granting of the request of Miss Margaret E. Leahey for full compensation as a teacher in the High School to the conclusion of the present school year. Records of the particulars of her illness are on file. Her present condition as to health is serious.

Contigent upon the recommendation of the Superintendent it is recommended that the request of Miss Margaret Leahy be granted.

Respectfully submitted
RUSSELL A. WOOD, Chairman

On motion by Committeeman Robart it was voted that the above report be referred to executive session.

It was voted that the text books recommended by the Superintendent at the meeting of April 21, 1942 be approved.

On motion by Committeeman Fitzgerald it was voted to adopt the amendment to Sec. 12 of Chapter V of the Rules of the School Committee, as proposed by the Committee on Buildings and Grounds at the meeting of April 21, 1942, as follows: "That said section of the rules be amended by striking therefrom the word 'Teacher'' wherever it appears and substitute in place thereof the word 'employees'."

On motion by Committeeman Fitzgerald it was voted to take from the table the motion that the Federal Americanization Project be terminated at the end of this school year, said motion having been laid on the table to await a recommendation from the Superintendent relative to this matter. The Superintendent then presented the following communication

I feel that the regular Americanization program now being carried on in the Evening Schools and Americanization Classes meets the needs of our immigrant population.

In addition to the regular recruiting agencies, such as the newspapers, clergy, racial leadership, and most important of all, work well done in the classroom itself, by an able corp of well-trained teachers, we have the services of a Field Worker a large part of whose time is directed to the recruiting of naturalization of applicants.

I feel that this organized program of Americanization is adequate for our needs.

I do not feel that this will work any hardship on the small group of N.C.E.P. teachers now assigned to Cambridge, as there are no doubt, many communities in greater Boston in which their services will fill a definite need.

I, therefore, recommend that the National Citizenship Education Program terminate according to the motion, at the end of this year, June 24, 1942.

M. E. FITZGERALD,

Superintendent of Schools

On motion by Committeeman Robart it was voted that the Superintendent's recommendation relative to the National Citizenship Education Program be adopted.

On motion by Committeeman Wood it was voted that the report on lunchrooms as submitted by Committeewoman Mrs. Conant at the meeting of April 21, 1942 be accepted and placed on file.

Relative to the request that he investigate and recommend as to the advisability of establishing a course in the art and manufacture of Plastics in the Rindge Technical School, the Superintendent recommended that a course in Plastics be made part of the curriculum at Rindge Technical School without expense to the department or the appointment of any additional teachers. On motion by Committeeman Wood it was voted that this report lay on the table.

Committeeman Fitzgerald in the chair.

Relative to the request that the City Manager report on the advisability of opening the shower baths in the Lincoln and Longfellow Schools it was voted on motion by Mayor Corcoran that the secretary be instructed to contact the City Manager and ask him for a report for the next meeting.

On motion by Committeewoman Mrs. Conant it was voted that the Superintendent look into the matter of having text books uniform throughout the city, both as to the financial saving and the educational aspects, and report his findings to the School Committee.

On the following roll-call it was voted that the Superintendent prepare a budget for the text book requirements in the various schools; bearing in mind the very wide divergence spent per pupil for text books during the last four years: Committeemen Fitzgerald, Mrs. Conant and Wood voting yes; Committeeman Robart, and Mayor Corcoran voting no; Committeeman Brooks not voting; Committeeman Dr. Cassidy absent.

Committeewoman Mrs. Conant moved that the City Solicitor be asked if recovery is possible if someone is hurt by a city automobile and whether it is correct for the School Committee to spend $60.00 each to insure the School Department automobiles for liability. The chairman ruled the motion out of order.

It was voted on motion by Committeeman Wood to convene into executive session.

It was voted that the report submitted by the sub-committee on proposed regulations pertaining to absences of teachers because of illness or accident be laid on the table for executive action.

It was voted that Committeeman Fitzgerald be granted permission to use the Thorndike School Hall on May 31 upon payment of janitors' fees for the purpose of arranging a reception from 10:30 a.m. to 2:00 p.m.

It was voted to convene into open session.

It was voted to ratify the votes passed in executive session.

It was voted to adjourn:

ADJOURNED:

EDWARD J. O'CONNELL
Secretary of the School Committee.

SCHOOL COMMITTEE

Monday, May 18, 1942

REGULAR MEETING:
Members present: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

Having voted with the prevailing side and having conformed with the requirements of Section 10, Chapter IV of the Rules of the School Committee by filing notice in writing, under date of May 5, 1942, 10:20 a.m., of his intention to move reconsideration, Committeeman Fitzgerald moved reconsideration of the vote passed at the meeting of May 4, 1942, adopting the motion by Committeewoman Mrs. Conant "that the Superintendent prepare a budget for the text book requirements in the various schools." On the following roll-call the motion for reconsideration prevailed: Committeemen Brooks, Dr. Cassidy, Fitzgerald, and Mayor Corcoran voting yes; Committeemen Wood and Mrs. Conant voting no; Committeeman Robart absent. On motion by Committeeman Fitzgerald it was then voted that action on the motion "that the Superintendent prepare a budget for the text book requirements in the various schools", be postponed and that said motion be considered with the report of Patrick J. Moynihan, C.P.A. which will be presented later in the meeting.

Vice-Chairman Dr. Cassidy in the chair.

Having voted with the prevailing side and having conformed with the requirements of Section 10, Chapter IV of the rules by filing notice in writing, under date of May 5, 1942, at 10:20 a.m., of his intention to move reconsideration, Mayor Corcoran moved reconsideration of the vote passed at the meeting of May 4. 1942 adopting the motion as presented by Committeewoman Mrs. Conant "that the Superintendent look into the matter of having text books uniform throughout the city, both as to the financial savings and as to the educational aspects and report his findings to the School Committee". On the following roll-call the motion for reconsideration prevailed: Committeemen Dr. Cassidy, Fitzgerald, Wood and Mayor Corcoran voting yes; Committeemen Brooks and Mrs. Conant voting no; Committeeman Robart absent. Committeewoman Mrs. Conant was then given unanimous consent to withdraw her motion.

Mayor Corcoran in the chair.

On motion by Committeeman Wood it was voted to approve as printed the minutes of the regular meeting of April 21, 1942 and the special meetings of April 22, 1942, April 28, and May 1, 1942. It was further voted that the minutes of the regular meeting of May 4, 1942 be laid on the table.

An invitation was received from the Public School Association to attend an open meeting on Thursday, May 21 at the home of Mr. and Mrs. Charles H. Butcher to hear a lecture on "Vocational Guidance". On motion by Committeeman Brooks it was voted that the communication be placed on file and the Secretary be instructed to express to the Public School Association the School Committee's appreciation for their kind invitation.

A communication was received from Joseph A. Kozlowsky advising that because of serious illness he was obliged to be absent from his classes at Rindge Technical School from January 5, 1942, to May 18, 1942, and asking that he be granted leave of absence without loss of salary, from January 5, 1942, to May 18, 1942. A communication was also received from Geo. D. Dalton, M. D., relative to Mr. Kozlowsky's illness. On motion by Committeeman Wood it was voted that both communications be referred to executive session.

The following communication was received from City Manager John B. Atkinson:

CITY OF CAMBRIDGE

May 18, 1942.

Hon. John H. Corcoran, Chairman
School Committee,
Cambridge, Mass.
Dear Sir:

With reference to your inquiry concerning the operation of the Showers at Longfellow School and the Haggerty School would state there are no funds in the Recreation Department available for the operation of these shower baths this year, unless some funds could be transferred from the School Department to the Recreation Department.

With reference to the operation of the shower baths at the Thorndike School the estimate made for this would be approximately $3500.00, but it is felt that by removing certain parts of the showers and by using the City maintenance crew to do this, very small extra charges would be incurred.

I therefore request that you authorize the transfer of sufficient parts of the showers from the Longfellow School to the Thorndike School.

Mr. Mahoney of the Park Department informs me he does not believe that even if the showers were opened in the Longfellow School sufficient use would be made of them to warrant the expenditure necessary.

Very truly yours,

JOHN B. ATKINSON,
City Manager.

Committeeman Fitzgerald moved that permission be granted for the dismantling of the shower baths at the Longfellow School with a view of having same installed in the Thorndike School.

Vice-Chairman Dr. Cassidy in the chair.

Mayor Corcoran offered a substitute motion that the communication be referred to the Committee on Buildings and Grounds for a study and that the Committee on Buildings and Grounds be requested to confer with the special committee of the City Council now studying this matter.

Mayor Corcoran in the chair.

A communication was presented from the City Manager John B. Atkinson inviting the School Committee to attend a preview of paintings by members of the WPA Art Project at Germanic Museum, Harvard University, on Monday afternoon, June 1st from 4 to 6 o'clock. On motion by Committeeman Fitzgerald it was voted that the invitation intended for the School Committee be accepted and the invitation intended for the personnel of the School Department be referred to the Superintendent with full power.

Bids were presented for paper, pens, pencils, etc., and on motion by Vice-Chairman Dr. Cassidy it was voted that these bids be laid on the table.

The Superintendent reported the retirement of Mary D. McConologue, Master's Assistant at the Fletcher School, effective July 1, 1942; May M. Strong, teacher at the Longfellow School, effective July 1, 1942: Gretchen K. Hager, Assistant Kindergartner at the Sleeper School, effective July 1, 1942. On motion by Committeeman Fitzgerald it was voted that these retirements be made part of the records and a letter be transmitted to each of the above teachers expressing the School Committee's sincere appreciation for the long years of service they have rendered to the children and citizens of Cambridge.

The Superintendent recommended that because of physical disability, Grace A. Coyle, teacher at the High and Latin School, be retired on July 1, 1942. On motion by Committeeman Brooks it was voted that action on Miss Coyle's retirement be postponed and that Miss Coyle be notified of the necessity of filing a physician's certificate relative to the condition of her health.

The Superintendent notified the

committee that William P. Berkeley, teacher of Science at the Rindge Technical School, has received orders to report for duty in the armed forces of the United States. On motion by Committeeman Brooks it was voted that Mr. Berkeley be granted indefinite leave of absence from May 13, 1942 in accordance with the rules of the School Committee.

The Superintendent recommended that the following text books be approved for use in the Cambridge Public Schools this recommendation to lay on the "Calendar" in accordance with the rules:

PUBLISHED BY LYONS & CARNAHAN:
Driving the Reading Road
Progress on Reading Roads

PUBLISHED BY CHARLES SCRIBNER'S SONS, INC.:
They Live in South America, by Alice Dagliesh

PUBLISHED BY D. C. HEATH CO:
Lost and Found - Book II, by Witty-Palmer-Bristol.
Reading for Interest Series - Grade 2

PUBLISHED BY LAIDLAW BROS.:
A History of the United States by Unit Plan, by Yarbrough & Bruner

PUBLISHED BY HARCOURT BRACE & CO.:
American Democracy - Today and Tomorrow, by Goslin, Goslin, Storen
Using Language Skills, by Tensher-Chapman-Cook

The Superintendent reported that he had received a communication from Mr. Downey, Headmaster of the High and Latin School, advising that representatives of pupils and teachers have expressed a desire to contribute to a permanent fund to commemorate the activities of High and Latin School pupils and graduates during the present war, all contributions to be purely voluntary and the proceeds to be held in trust to be used for the purchase of commemorative awards and asking permission to accept such contributions. The Superintendent recommended that the request be granted and on motion by Committeeman Robart it was voted that the Superintendent's recommendation be adopted.

The Superintendent presented the following communication from the Naval Aviation Cadet Selection Board:

NAVAL AVIATION CADET SELECTION BOARD

May 14, 1942.

Mr. M. E. Fitzgerald
Supt. of Schools
1700 Cambridge Street,
Cambridge, Mass.
Dear Mr. Fitzgerald:

In behalf of the Aviation Department of the United States Navy, I am asking you for permission to make a short address to the Seniors of the two Cambridge high schools, sometime within the next week at their convenience.

The purpose of this address is not to recruit these boys for Naval Aviation, but to explain to them exactly the opportunities offered in this particular branch of the service, and, if after due consideration they decide to take advantage of this opportunity, to explain the methods necessary to become a Flying Cadet.

Trusting you will let me know at your earliest convenience when we may come out, I remain,

Very truly yours,

F. T. DONAHUE,
Lieut., U.S.N.R.

On motion by Committeeman Brooks it was voted that the Aviation Cadet Selection Board be granted permission to address the senior boys in both high schools and that Lieut. Donahue be requested to communicate with John W. Wood, Headmaster of the Rindge Technical School and Timothy F. Downey, Headmaster of the High and Latin School for the purpose of making proper arrangements to carry out this program.

The Superintendent advised that the Fogg Museum of Harvard University, has offered as a gift to our public schools a collection of plaster casts of historic sculpture and recommended that the gift be accepted. On motion by Committeeman Fitzgerald it was voted that the Superintendent's recommendation be adopted and that Fogg Museum be thanked in behalf of the committee for their very generous gift.

The Superintendent recommended that examinations for permanent and substitute teaching positions in the Cambridge Public Schools be held at the Cambridge High and Latin School on Saturday, June 27, 1942, at 9:00 a.m. in the following subjects: ELEMENTARY SCHOOLS - Regular Elementary, Special Class, and Kindergarten; HIGH SCHOOLS - English, Oral English, Mathematics, Science, History and Commercial. On the following roll-call it was voted to adopt a motion by Vice-Chairman Dr. Cassidy that this recommendation lay on the table: Committeemen Dr. Cassidy, Mrs. Conant, Fitzgerald and Wood voting yes; Committeemen Brooks, Robart, and Mayor Corcoran voting no.

It was voted to call a five minute recess.

The committee reconvened into regular session.

Committeeman Wood, chairman of the committee appointed to study and recommend regulations pertaining to absences of teachers because of illness or accident, presented the following report:

May 18, 1942.

Meeting of the committee appointed to study and recommend regulations pertaining to absences of teachers because of illness or accident.

Present:
Committeeman Wood, Chairman
Committeeman Brooks
Committeeman Fitzgerald

It was voted to recommend that the rules of the School Committee be amended as follows:

Section 4 of Chapter XXIII be amended by striking out the present rule as it appears in the book of rules and substitute in place thereof the following: A master, principal, director, assistant director or teacher may be absent on account of personal illness for not more than three days in any school year without loss of pay. For any subsequent absences a deduction of 1/400 of the yearly salary shall be deducted.

Respectfully submitted,

RUSSELL A. WOOD,
Chairman.

The chair ruled that the proposed amendment to the rules contained in the above report be laid on the "Calendar" under the rules.

Committeeman Robart chairman of the Committee on Buildings and Grounds, presented the following report:

COMMITTEE ON BUILDINGS AND GROUNDS

Meeting of May 18, 1942
Members present:
Committeeman Robart, Chairman
Committeewoman Mrs. Conant
Committeeman Fitzgerald

It was voted to recommend that the contracts for insuring boilers in the Cambridge School buildings be awarded to the Maryland Casualty Company, 40 Broad St., Boston, at a premium of $859.78 and that the following agents who participated in the bidding for this contract share and share alike in the brokers commission:

Thomas Conway, 580 Mass. Ave., Cambridge.
Joseph C. Camara, 1348 Cambridge Street, Cambridge.
John C. Haverty Co., 671 Mass. Ave., Cambridge
Walter S. Attridge Co., 89 Broad Street, Boston.
Ellis & Bowditch, 4 Brattle St., Cambridge.
Geo. A. Giles, & Son, 689 Mass., Avenue, Cambridge.
John J. Henderson, 110 Milk St., Boston.

On recommendation of the Chief Custodian it was voted to recommend that three new transformers be installed in the Longfellow School at an approximate cost of $65 each.

It was voted to recommend approval of a recommendation of the Chief Custodian that a new hot water heater be installed at the Roberts School at an approximate cost of $420.

It was voted to adjourn:

ADJOURNED:
RALPH W. ROBART, Chairman.

On motion by Committeeman Robart it was voted on the following roll-call that the foregoing report of the Committee on Buildings and Grounds be approved and the recommendations adopted: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran voting yes.

On motion by Vice-Chairman Dr. Cassidy it was voted that the following report, as submitted by Patrick J. Moynihan, C.P.A., be laid on the table and that the recommended amendments to the Rules of the School Committee be placed on the "Calendar" for action at the next meeting of the School Committee, and that Mr. Moynihan be invited to be present at the next meeting of the committee:

PATRICK J. MOYNIHAN, C.P.A.
Auditor and Tax Consultant
510 Statler Building
Boston

May 18, 1942.

To the Cambridge School Committee
1700 Cambridge Street
Cambridge, Mass.

Acting on your instructions authorizing reorganization of the business division, I have to report that certain changes within the scope of power granted to Assistant Superintendent Tobin have been made effective. Other contemplated changes require the approval of your body and are recorded later in this report.

The principal changes effected to date have been in the hours of service and the assignments of clerks in the business office.

Miss Katherine Ryan, formerly assistant to Mr. Liston, has been given charge of a unit entrusted with the handling of all bookkeeping, recording of pay rolls and statistical reports. She is assisted by Miss Culhan and Miss Nugent. This unit is responsible for checking invoices, associating them on receipt with delivery records, preparation of pay-rolls, computation of leaves of absences, national defense records, preparation of invoice warrants, records of the athletic fund, compilation of reports for federal and state departments, census reports, income tax data and all related clerical activities. In addition, Miss Nugent becomes the permanent relief operator during the telephone operator's lunch hour.

Miss Donovan is assigned as clerk and secretary to the business agent and is scheduled to relieve the telephone operator for two twenty minute periods each day. Working certificates are being prepared by the telephone operator. The summary of forms and other statistical data of working certificates will be prepared by the bookkeeping unit.

Mr. John G. Whoriskey has been transferred from the High and Latin stockroom to the main stockroom now located in the Rindge Building.

It is understood that in cases of emergency or unusual activity in any unit the clerks may be assigned to duties other than those specified in this report.

It is now recommended that the following additions and amendments be made to the rules of the School Committee:

1. Chapter II - add the following new sections:

4a. The hours of clerks attached to the high schools shall be from 8:00 a.m. to 5:00 p.m. Monday through Friday. They shall be required to work the same number of hours as civil service employees in the executive and business offices and shall be entitled to the same vacation allowances.

4b. All civil service employees attached to the executive, business, and high school offices shall be entitled to ten days absence in the calendar year for personal illness or death in the immediate family. In cases of additional absences, two-thirds of the per diem rate, calculated on a working year of three hundred days,, shall be deducted. After twelve weeks full deductions shall be made for absence.

Comment

Clerks in the business offices and those attached to the schools are on the same salary level.

One of the purposes of the above regulations is to provide that all clerks on the same salary level work the same number of hours. Clerks now attached to the schools have a decided advantage over those in the business offices in that they work only the number of school days rather than the number of business days in the year.

This suggestion of uniform working hours is preferable to any plan of salary adjustment.

It is my personal opinion that more and better work will be secured by establishing all office hours from 8:00 a.m. to 5:00 p.m. Monday through Friday and closing the offices all day on Saturday.

2. Chapter III - add section 4a as follows:

4a. The Secretary shall have authorization to issue permits for use of the school buildings and auditoriums, subject to the conditions prescribed in Section 12, Chapter XXV of the rules of the School Committee.

Comment

This recommendation was made in my earlier report and adopted by the School Committee. It is now in effect.

3. Omit Section 10. Chapter XIX and substitute therefor:

The supervisors of attendance shall investigate and report in writing on forms provided for that purpose on the residential qualifications of all applicants for enrollment in the High and Latin Vocational and Technical schools. These reports shall be filed before the opening of each school year. The supervisors of attendance shall also investigate and report on the residential qualifications of all students in the evening schools as soon as possible after enrollments are available.

The supervisors of attendance shall also be required to check the residential qualifications of pupils in the elementary schools and report in the manner outlined above. A check on residence of all pupils attending the Cambridge schools should be made at least twice a year.

Comment

It has been the practice to check only the residential qualifications of pupils in the High and Latin, Technical and Vocational schools who have transferred into the city during the year. Since it is possible for children to become non-resident pupils between graduation from the elementary and entrance into the High Schools it is desirable that the supervisors of attendance check the residential status of all applicants for enrollment in the High Schools.

A case has recently come to light of a pupil in the Technical School who gave a Cambridge address but who actually resided in Boston. This would have been disclosed by investigation of all residential qualifications.

The residential test for children in the elementary schools should also be applied particularly where it is possible for residents of adjoining cities to attend Cambridge schools. Reports on these qualifications should be made to the School Department not less frequently than twice a year. There are six supervisors of attendance. Each is assigned a district. The School Committee should expect from each a thorough knowledge of the children of school age within the districts and the schools they attend.

Chapter XX amended in entirety to read as follows:

BUSINESS DEPARTMENT

Section 1. Under the direction of the Assistant Superintendent, the Business Agent shall have supervision of school accounts and of the preparation of the annual budget for presentation to the School Committee.

He shall supervise school accounts and the proper distribution of funds in the various accounts. He shall supervise the preparation of the annual financial report and other reports required by the State Department of Education, including reports for state-aided classes, trust funds, etc.

He shall prepare and submit a financial report of the School Department to the School Committee each month reviewing the invoice warrants and the accompanying bills before transmitting to the city auditor.

He shall submit to the School Committee each month reports on the fabrication of materials in the Rindge Technical and Vocational Schools and shall have general supervision of the preparation of all statistical forms.

He shall have supervision of the cash registers in the lunchrooms and the transfer of lunchroom receipts to the city treasurer. He shall prepare financial reports of the lunchrooms each month. He shall furnish a monthly statement of uncollected tuition for non-resident pupils. He shall perform such other tasks as may be assigned to him from time to time by the assistant superintendent.

Section 2. Assistant to the Business Agent. Under the direction of the assistant superintendent the assistant to the business agent shall keep on hand a complete and accurate inventory of all supplies, books and equipment in schools, stockrooms and lunchrooms, including the technical vocational and evening schools. He shall have supervision of the rebinding and discarding of books and shall report to the assistant superintendent from time to time as to the condition of supplies and books in all schools. Inventories of all supplies and equipment of a movable character shall be taken not less frequently than once a year.

Upon receiving requisitions from the schools, the assistant to the business agent shall purchase and distribute to the schools as requisitioned the equipment and supplies necessary for the school unit. Requisitions are to be issued by the schools on the first day of each month and forwarded directly to the office of the assistant superintendent.

Purchase orders issued by the assistant to the business agent during any one business day shall be submitted for approval to the assistant superintendent before ten a.m. of the next business day. Upon his approval and before release the purchase orders shall be posted by the bookkeeping department in the school's expense and appropriation ledger. Purchase orders affecting athletic supplies shall be approved by the chairman of the sub-committee on athletics and orders for the buildings and grounds shall be approved by the chairman of the sub-committee on buildings and grounds. No purchase order shall be released which does not have the approval of the assistant superintendent.

All purchases estimated to exceed $50 shall be made only after competitive bidding.

No advertisement, proposal or offer of contract shall be inserted as an advertisement in any newspaper, trade paper or magazine without the approval of the assistant superintendent. Advertisements shall be inserted two weeks prior to the hearing on the award of bids. Bids shall be opened the day and hour specified in the advertisement. When opened all bids shall be announced publicly and each bid shall be available for the inspection of competitors.

Bids and proposals shall be submitmitted to the assistant superintendent for review and approval. The award shall be made to the lowest responsible bidder unless it can be shown that the award to the lowest bidder is not to the best interests of the school department. In such cases the award shall be to the next lowest responsible bidder. In the case of equal bids preference shall be given to the vendor having place of business in Cambridge.

Copies of all bids or proposals furnished by concerns and all correspondence related thereto shall be kept on file for a period of one year. No bill or contract shall be split or divided for the purpose of evading any provision of the rules and regulations.

Section 3. All contracts made by the Committee, in which the amount involved is more than $500, shall be in writing and no such contract shall be deemed to have been made or executed until the approval of the School Committee is affixed thereto. Any contract made as aforesaid may be required to be accompanied by a bond with securities satisfactory to the Committee, or by a deposit of money, certified check, or other security for the faithful performance thereof. Such bonds or other securities shall be deposited with the city treasurer until the contract has been carried out in all respects and no such contract shall be altered except by a written agreement of the contractor, the sureties on his bond and the School Committee.

All bills for ordinary repairs, materials or supplies shall be itemized so as to show the amount charged for labor and for each item of materials and supplies.

Section 4. No supplies shall be issued to the custodians or janitors of school houses except upon written request of the principal of the school approved by the head janitor and by the assistant superintendent of schools

Section 5. Upon receiving requisitions from the schools which have been approved by the Assistant Superintendant, the Assistant to the Business Agent shall distribute to the schools the books, apparatus and supplies so purchased and kept in stock.

Non-Resident Pupils

Chapter 21 - add section as follows:

Section 1A - Non-resident pupils attending the Cambridge High and Latin School shall be required to pay an annual tuition fee of $140 and non resident pupils attending the Rindge Technical School shall be required to pay an annual fee of $200.

Comment

The present tuition rates for non-resident pupils are: Rindge Technical, $160; High and Latin, $100 per year. The present per capita operating cost is higher than the tuition charge. During the calendar year 1941, teachers and clerks salaries, heating, light and power and cost of text books and supplies totaled $275,024.76 at the Rindge Technical School and $378,758.44 at the High and Latin School. The division of these totals by the average daily attendance gives a pupil cost of $196.46 and $134.12, respectively.

It is recommended that the assessment upon non-resident pupils be increased to the figures given in the above suggested regulation, as these new rates will cover the present per capita cost of operation.

Eleven of these non-resident pupils attending Rindge Technical School this year have not paid their tuition in the amount of $1,067.. Three of these owe the full assessment. Two pupils enrolled as non-residents in September 1941 were not reported to the business office by the principals until February 12, 1942.

School principals should recognize the importance of the regulation requiring prompt and accurate notification of all non-resident enrollments.

In the High and Latin School the unpaid tuition for the current year is $100, two $50 balances on partially paid accounts. An effort should be made to collect all outstanding tuitions for the current year before the graduation.

Auditoriums

In my report dated April 1, 1942, the problem of rental of the auditoriums was discussed. The suggestion was advanced that on equitable balance could be maintained between the tenants of the school auditoriums and the taxpayers of the city by establishing the actual cost of rental time as the rental charge and requiring all tenants to pay this figure except organizations directly under the control of the School Department. Mr. Fitzgerald, head janitor, has prepared the schedule of costs including light, heat, cleaning and janitor service as the basis for future rentals. These are given below. The figures do not include the services of police officers. There should be no obligation upon the School Department to provide in its budget extra police details for auditoriums when rented to outside organizations especially when the return in rental goes directly into the general treasury. The services of police officers should be secured by the applicant for tenancy and required by the school department as a condition precedent to granting a permit. Mr. Fitzgerald's figures follow:

SCHOOL	LIGHT - HEAT	JANITOR	TOTAL
Lincoln	$10.00	$4.00	$14.00
Agassiz	6.60	4.00	10.60
Ellis	7.90	4.00	11.90
Fletcher	7.80	4.00	11.80
Haggerty	6.80	4.00	10.80
High and Latin	24.75	21.00	45.75
Houghton	8.00	4.00	12.00
Kelley	6.90	4.00	10.90
Longfellow	1200	7.00	19.00
Morse	6.80	4.00	10.80
Peabody	8.00	4.00	10.80
Putnam	6.80	4.00	12.00
Rindge Technical	33.00	27.00	60.00
Roberts	12.52	7.00	19.52
Russell	9.28	7.00	16.28
Thorndike	8.00	7.00	15.00
Webster	7.00	7.00	14.00
Wellington	7.85	7.00	14.85
Rindge Gym	13.75	10.00	23.75
Roberts Gym	6.35	7.00	13.35

Because of the proximity of the auditoriums in the High and Latin School and Rindge School it is recommended that only the auditorium of the Rindge School be available for renting.

Textbooks and Supplies

The Boston School Department allots its appropriation for textbooks and supplies on a per capita basis as follows:

High Schools -

School population up to 1200
$2.80 per pupil
From 1200 to 1600
$2.70 per pupil
From 1600 to 2000
$2.60 per pupil
2000 and over
$2.50 per pupil

Elementary Schools -
School population up to 1000
$1.25 per pupil
1000 to 1300
$1.20 per pupil
1300 to 1600
$1.15 per pupil
1600 to 2000
$1.10 per pupil
2000 and over
1.05 per pupil

The schedule for Boston intermediate schools does not apply. Special classes in vocational and technical schools are not subject to the schedules given above.

The application of these quotas to Cambridge schools would establish a budget maximum of $25,000 for textbooks and supplies. An additional $5,000 would easily provide for the additional needs of the technical and special classes.

As a result of inquiry I am satisfied these quotas are sufficient for your purposes. If adopted by the School Committee they will result in a reduction in the budget item of $19,000 for 1942. (See Exhibit A)

Absence of Civil Service Employees

The suggested amendment to the rules and regulations offered earlier in this report provides only for adjustment of salary in cases of absence of civil service employees. It is now suggested that an administrative rule be put into effect requiring employees to report to the assistant superintendent's office on the morning of the day they are to be absent. When employees are excused during office hours or find it necessary to leave the office they should be required to advise the switchboard operator where they can be reached in case of emergency.

Cambridge High & Latin Lunchroom

There is a discrepancy of approximately $300 in the operation of this lunchroom during the month of March, 1942. The sales for March, were $2,425. The return on these sales was only 13.2% It should have been not less than 25%. An exhaustive effort has been made during the past four days to determine the reason for this discrepancy with little tangible results. Daily sales between the 10th and 30th of March averaged $25 to $35 a day less than during the first ten days of the month and the preceding month of February. Part of this discrepancy is due to substitution of surplus commodities milk for commercial milk. This does not explain the complete drop in sales Mr. Fraser's observation supports the records that the consumption level of February and the first ten days of March were maintained during the last two weeks of March and during April. The return on sales for April is 26.1%. This is practically the absolute minimum. Had a clerical error occured in March it would have been reflected in a higher percentage for April. I had the physical inventory of April 24 rechecked in the expectation that an error in the taking of inventory might explain the discrepancy. All tests made served only to verify the accuracy of the records and did not give any indication as to the cause of the discrepancy.

Petty Cash Funds

A substantial number of bills for relatively small amounts clear through the records. They are usually emergency purchases or small purchases for the open air classes. Items like 72c - 40c - 98c - $1.06 require the same expenditure of time and effort and paper as the larger amounts The cost of handling is frequently greater than the amount involved.

It is recommended that each of the 14 schools be given a petty cash fund of $10.00 to pay cash for individual purchases less than $2.00 and that the funds be replenished on the first of each month for expenditures made during the preceding month.

At a later date I shall report on new forms, operation of the encumbrance system, changing of payroll date for substitute teachers and other phases of reorganization which it is advisable to make effective as of July 1, 1942.

Respectfully submitted,

PATRICK J. MOYNIHAN, C. P. A.

Committeeman Brooks, chairman of the Committee on Athletics, presented the following report:

COMMITTEE ON ATHLETICS

May 18 1942.

Present:
Committeeman Brooks, Chairman

Committeeman Dr. Cassidy
Committeeman Wood

It was voted to recommend that one competitive athletic team, to represent both high schools in the sports of football, cross country and track, hockey, baseball and basketball, be substituted for the present system of separate teams in each high school, said team to be known as the Cambridge High Schools Team and the athletics to be chosen from among candidates in both high schools. Committeeman Dr. Cassidy is reported as dissenting from this report.

It was voted to report that Committee on Athletics is now receiving applications for coaching positions and faculty manager in accordance with budgetary appropriation and the above recommendation, and that male teachers in the schools be given until June 1, 1942 to make application for these positions.

A motion by Vice-Chairman Dr. Cassidy that this report lay on the table failed of adoption. It was then voted on the following roll call, on motion by Committeeman Brooks, that the report of the Committee on Athletics be approved and the recommendations adopted: Committeeman Brooks, Mrs. Conant, Robart, Wood and Mayor Corcoran voting yes; Committeemen Dr. Cassidy and Fitzgerald voting no. A motion to reconsider the vote, hoping same would not prevail failed of adoption.

On the following roll-call it was voted to adopt the proposed amendment to the rules, as presented by Committeeman Brooks at the meeting of April 21, 1942 "that Section 11 of Chapter IV of the rules be amended by adding that any motion to rescind shall lay on the table until the next regular meeting and shall require five votes for passage": Committeemen Brooks, Fitzgerald, Robart and Mayor Corcoran voting yes; Committeemen Dr. Cassidy, Mrs. Conant, and Wood voting no.

On motion by Committeeman Fitzgerald it was voted to take from the table and accept the following report as submitted by the Superintendent at the meeting of March 16, 1942:

SCHOOL DEPARTMENT

March 16, 1942.

--IN SCHOOL COMMITTEE-- REPORT ON VOCATIONAL GUIDANCE

I have been asked "to draw up and submit a statement as to the aims and administrative responsibilities of a Deparment of Vocational Guidance and a statement ofthe professional and other qualifications of a Director."

The subject of vocational guidance is not a new or untried experiment in the Cambridge School system. For the information of the members of the School Committee I am enclosing a report on vocational guidance adopted by the Cambridge School Committee on June 15, 1939. The work has been handled by volunteer counselors from the two high schools who have given of their time and effort unsparingly to make this program a success.

The committtee of three counselors from the High and Latin School consists of:

Garrett D. Foley, William M. Fraser, Katharine F. Connell.

Rindge Technical School:

Francis T. McCabe, Thomas J. Murphy, William R. Wadden.

Since this volunteer work on the part of the counselors has been established, 262 boys and girls have been placed in full time work and 366 boys and girls have been placed in part-time work.

The candidate for the position of Director of Vocational Guidance should possess a Bachelor's Degree from an accredited college and a Masters Degree from an accredited School of Education, part of the graduate study being spent in the problems of guidance and tests and measurements. He should have at least seven years successful teaching experience in high school work.

The Director should cooperate with all sections of the School Department but particularly the Department of Tests and Measurements; the Deans in the High and Latin School, the Headmasters and Assistant Headmasters of both high schools. Three teachers from each high school would assist as counsellors.

A few of the aims and responsibilities of the director of Vocational Guidance are hereby enumerated.

PERSONNEL RECORDS AND RESEARCH

1. School records of achievement, intelligence, health, personality, home conditions, aptitudes and handicaps, work experience, vocational interests plans, etc.

2. Records of available jobs, success of previous workers of the firm, different kinds of workers desired, wages, training required and offered and promotional policy of the firm.

3. Follow-up records of individuals placed.

4. Studies of employment trends and of factors conditioning the success of young workers.

COUNSELING

1. Friendly, helpful, individual contacts with all who leave school by graduation or otherwise and who are in need of assistance.

2. Information and advice about educational opportunities in day, evening, continuation and vocational schools.

3. Information and advice about steps to be taken in choosing an occupation for those who need such help.

4. Information about specific jobs, and how to apply for them.

5. Advice about looking for a job; information about permanent, temporary and part-time work.

6. Information and advice about opportunities for growth in service, earning promotion, changing jobs.

7. A course of occupations should be given to members of the Senior Class.

THE ORGANIZATION OF THE PLACEMENT OFFICE

1. To make contacts with employers. At least half of the time the placement counselor should be free from office routine for outside calls on employers.

2. To receive calls from employers whenever vacancies occur.

3. To refer applicants to employers with the necessary credentials.

4. To follow up all placements within a short period and again at regular intervals.

5. To keep records of all applicants for placement.

6. To maintain necessary data concerning graduates of the senior high schools.

M. E. FITZGERALD,
Superintendent of Schools.

REPORT ON VOCATIONAL GUIDANCE

June 15, 1939

We have found and we are in agreement that vocational guidance is an educational process designed to lead a student by means of counsel to a knowledge of his own interests and abilities in order that he may choose his life's work wisely and prepare for it intelligently.

I recommend that the School Committee approve a course in vocational guidance which will include instruction for the seventh and eighth grades of the elementary schools, the High and Latin School, the Rindge Technical School and the Boys' and Girls' Vocational Schools.

I would recommend that the Assistant Superintendent of Schools be assigned to the administration of this program. We have been in close contact with the officials of the school department of the City of Boston on several occassions. We have devoted considerable time and study to this program and have consulted men who are in charge of work in Boston and other places and we have taken their advice that the proper way to install this program is to gradually develop it by adding to it as the exigencies of the course demand.

I would advise the Committee to proceed in the organization of the Vocational Guidance program from September until the first of the year in such a manner that there will be very little expense incurred. Vocational guidance in other places is a very expensive proposition. Cambridge is not in a position at this time to expend any large sums of money to carry out this program.

In my understanding of vocational guidance there are three techniques which are to be considered: Counseling, Placement and Follow-up.

I recommend that counsellors be appointed as follows: three in the High and Latin School, three in the Rindge Technical School and one each in the Boys' and Girls' Vocational Schools. These counsellors will serve without extra compensation. The work of these counsellors will be so arranged that they may have two or three free periods in which they could devote that time and outside time to the completion of its program.

The first step in this program is to make a thorough survey of all the industries of the City of Cambridge. This work must necessarily be performed by members of the personnel of the school department who must be familiar with what the schools are doing and who must of necessity be tactful.

It will be necessary as this program develops to devote considerable time on the part of the counsellors to follow-up work. The follow-up work must also be performed by the counsellors and this may be done by (1) visits to places of employment; (2) by mail; and (3) by visits to the homes.

It is my intention to have expert instruction given to the teachers by a person who is actually in charge of this work in the public schools.

If the committee approves of this program each member will receive all materials which we intend to use in the administration of this work.
Emphasis will be placed on educational guidance as well as vocational in this plan.

Respectfully submitted,

M. E. FITZGERALD,
Superintendent of Schools.

It was voted to take from the table the approved graduation dates and members were assigned to represent the School Committee at these various graduations as follows:

Rindge Technical	June 2	(Tuesday)	8:00 p.m.	Mr. Fitzgerald
High and Latin	June 3	(Wednesday)	8:00 p.m.	Mr. Brooks
Wellington	June 8	(Monday)	11:00 a.m.	Mr. Fitzgerald
Webster	June 8	(Monday)	2:00 p.m.	Dr. Cassidy
Roberts	June 9	(Tuesday)	9:30 a.m.	Dr. Cassidy
Houghton	June 9	(Tuesday)	11:00 a.m.	Mrs. Conant
Putnam	June 10	(Wednesday)	9:30 a.m.	Dr. Cassidy
Morse	June 10	(Wednesday)	11:00 a.m.	Mrs. Conant
Fletcher	June 12	(Friday)	9:30 a.m.	Mr. Brooks
Longfellow	June 12	(Friday)	11:00 a.m.	Mr. Wood

Ellis	June 12	(Friday)	2:00 p.m.	Mr. Brooks
Agassiz	June 15	(Monday)	9:30 a.m.	Mr. Wood
Kelley	June 15	(Monday)	11:00 a.m.	Mrs. Conant
Thorndike	June 15	(Monday)	2:00 p.m.	Mr. Fitzgerald
Russell	June 16	(Tuesday)	9:30 a.m.	Mr. Wood
Haggerty	June 16	(Tuesday)	11:00 a.m.	Mrs. Conant
Peabody	June 16	(Tuesday)	2:00 p.m.	Dr. Cassidy
Boys' Vocational and Girls' Vocational	June 19	(Friday)	8:00 p.m.	Mr. Fitzgerald

A communication was received from Francis J. Roche, Counsel for interested citizens in the Gannett School District, transmitting from the said citizens a petition that the School Committee rescind its vote by which the Gannett School was closed. Committeewoman Mrs. Conant moved that the Gannett School be continued as one of the regular schools. The chair ruled that this motion was out of order inasmuch as a hearing has already been held, a motion to reconsider the vote closing the school has failed of adoption and a motion to rescind the vote closing the school has also failed. On motion by Committeeman Robart it was then voted that the communication and petition be placed on file. Committeeman Wood then moved that the Gannett School shall be opened at the beginning of the next school year for the school session of 1942-1943. The chair ruled Committeeman Wood's motion out of order. Committeeman Wood appealed from the ruling of the chair and on the following roll-call the ruling of the chair was sustained: Committeemen Brooks, Robart and Mayor Corcoran voted to sustain the chair; Committeemen Dr. Cassidy, Mrs. Conant, and Wood voted not to sustain the chair; Committeeman Fitzgerald absent.

It was voted to make the following Financial Report part of the records.

FINANCIAL REPORT FOR APRIL, 1942

	Appropriation	Expended to April 1, 1942	Expended during April 1942	Total	Balance
Administration Salaries	$ 65,296.66	$ 16,396.72	$ 5,619.65	$ 22,016.37	$ 43,280.29
General Expenses	8,460.00	1,597.94	1,625.48	3,223.42	5,236.58
Teachers Salaries Day	1,405,000.00	348,941.98	116,511.13	465,453.11	939,546.89
Substitutes	12,000.00	4,606.00	1,842.00	6,448.00	5,552.00
Pos. Physician	3,000.00	750.00	250.00	1,000.00	2000.00
Athletics	8,100.00	1,784.99	803.33	2,588.32	5,511.68
Evening Schools	11,000.00	6,223.00	....	6,223.00	4,777.00
Americanization	2,500.00	1,376.00	....	1,376.00	1,124.00
Teachers Examinations	500.00	....	....	....	500.00
Text Books	16,000.00	2,161.77	703.65	2,865.42	13,134.58
Supplies	33,000.00	4,182.43	4,570.47	8,752.90	24,247.10
Nursery Class Supplies	1,500.00	190.29	154.26	344.55	1,155.45
Lunch Room Supplies	15,900.00	7,757.65	4,953.37	12,711.02	3,188.98
Tuition	1,500.00	174.90	83.92	258.82	1,241.18
Transportation of Pupils	3,900.00	848.00	503.00	1,351.00	2,549.00
Fuel	33,500.00	4,782.75	9,628.28	14,411.03	19,088.97
Heating at Rindge	18,000.00	3,563.77	6,519.03	10,082.80	7,917.20
Light and Power at Rindge	3,400.00	874.03	352.80	1,226.83	2,173.17
Light	13,000.00	2,625.56	1,486.88	4,112.44	8,887.56
Power	1,500.00	429.02	176.46	605.48	894.52
Janitors Salaries	125,160.67	29,100.91	11,659.78	40,760.69	84,399.98
Repairs	15,000.00	1,144.61	1,392.32	2,536.93	12,463.07
Janitors Supplies	2,500.00	1,577.80	396.91	1,974.71	525.29
Furniture and Furnishings	1,500.00	51.00	141.19	192.19	1,307.81
Other Expenses	7,269.00	578.87	164.39	743.26	6,525.74
Athletic Clothing	2,000.00	315.21	149.99	465.20	1,534.80
Minors License Refunds	30.00	4.50	2.25	6.75	23.25
Kindergarten Xmas Expenses	90.00	....	....	....	90.00
Pensions	8,704.20	1,555.65	813.51	2,369.16	6,335.04
Retirement Fund Contribution	6,182.96	....	....	....	6,182.96
Travel Outside State	277.75	277.75	....	277.75	....
Special Survey Account	475.00	475.00	....	475.00	....
Special Install New System	495.00	....	....	....	495.00
	$1,826,741.24	$444,348.10	$170,504.05	$614,852.15	$1,211,889.09

On motion by Committeeman Robart and seconded by Committeeman Wood it was voted that a resolution of congratulations and appreciation be adopted by the School Committee, to be transmitted to all teachers and custodians, for the very efficient participation of the teachers and custodians of the Cambridge School Department in the sugar and gasoline rationing which took place within the past two weeks.

Committeeman Wood presented the following proposed amendment to Chapter 2, Sec. 6 of the rules, which lays on the "Calendar" in accordance with the rules: "In all cases under this rule, when any employee wishes to consult with the members of the committee individually the Superintendent shall first communicate with the members stating the facts in the case and any member thereupon may decide for himself if he wishes a personal interview".

Committeeman Wood presented the following proposed amendment to the rules, which lays on the "Calendar" in accordance with the rules: "No matron of any classification shall be eligible for appointment in the School Department who is over forty-five years of age at the time of her appointment".

On motion by Committeeman Wood it was voted to convene into executive session.

On the following roll-call it was voted that, in accordance with a recommendation of the committee studying regulations pertaining to absences of teachers because of illness or accident, as presented at the meeting of May 4, 1941, Margaret E. Leahy, a teacher in the High and Latin School, be granted leave of absence without loss of salary from January 5 to the end of the present school year: Committeemen Brooks Dr. Cassidy, Fitzgerald, Robart and Wood voting yes; Committeewoman Mrs. Conant and Mayor Corcoran voting no.

On the following roll-call it was voted that the matter of allowing leave of absence without loss of salary to Joseph A. Kozlowsky, teacher in the Rindge Technical School and Margaret F. Dwyer, teacher at the Webster School, be tabled until the next meeting: Committeemen Dr Cassidy, Mrs. Conant, Fitzgerald and Wood voting yes; Committeemen Brooks, Robart and Mayor Corcoran voting no.

It was voted to reconvene into open session.

On the following roll-call it was voted to ratify the votes passed in executive session: Committeemen Brooks, Dr. Cassidy, Mrs. Conant Fitzgerald, Robart, Wood and Mayor Corcoran voting yes.

It was voted to adjourn.

ADJOURNED:

EDWARD J .O'CONNELL,
Secretary of the School Committee.

SCHOOL COMMITTEE
(OFFICIAL REPORT)

Monday, June 1, 1942.

REGULAR MEETING: Members present: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

It was voted to convene into executive session for the purpose of considering and acting upon the report submitted by Patrick J. Moynihan, dated May 18, 1942.

It was voted to amend the recommended change in Section 10, Chapter XIX, first paragraph, by inserting after the words "The Supervisors of attendance shall investigate and report in writing" the words "to the Superintendent of Schools."

It was further voted to amend the recommended change of this section and paragraph by striking out the words "Before the opening of each school year" and inserting in place thereof the words "on October 1 and February 1 of each year," so as to read as follows:

The Supervisors of attendance shall investigate and report to the Superintendent of Schools in writing on forms provided for that purpose on the residential qualifications of all applicants for enrollment in the High and Latin, Vocational and Technical Schools. These reports shall be filed on October 1 and February 1 of each year. The supervisors of attendance shall also investigate and report upon the residential qualifications of all students in the evening schools as soon as possible after enrollments are available.

It was voted to amend the recommended change of Chapter XX, Section 1, first paragraph, by striking out the word 'preparation" in the last line and inserting in place thereof the word "submission", so as to read as follows:

Under the direction of the assistant superintendent, the business agent shall have supervision of school accounts and of the preparation of the annual budget for submission to the School Committee.

It was voted to amend the recommended change of Chapter XX, Section 1, second paragraph, by adding after the words "trust funds" the words "athletic funds and such other special funds as are maintained by the Business Office", so as to read as follows:

He shall supervise school accounts and the proper distribution of funds in the various accounts. He shall supervise the preparation of the annual financial report and other reports required by the State Department of Education, including reports for state aided classes, trust funds, athletic funds and such other special funds as are maintained by the Business Office.

It was voted to amend the recommended change of Chapter XX, Section 1, fifth paragraph by adding after the words "monthly statement" the words "to the School Committee", so as to read as follows:

He shall have supervision of the cash registers in the lunchrooms and the transfer of lunchroom receipts to the City Treasurer. He shall prepare financial reports of the lunchrooms each month.

He shall furnish a monthly statement to the School Committee of uncollected tuition for non-resident pupils.

He shall perform such other tasks as may be assigned to him from time to time by the assistant superintendent.

It was voted to amend the recommended change of Chapter XX.

Section 2, third paragraph by striking out the last sentence reading - ',No purchase order shall be released which does not have the approval of the assistant superintendent" - and substitute in place thereof the following sentence: "All other purchase orders shall have the approval of the Assistant Superintendent before being released", so as to read as follows:

Purchase orders issued by the assistant to the busines agent during any one business day shall be submitted for approval to the assistant superintendent before 1- a. m. of the next business day. Upon his approval and before release the purchase orders shall be posted by the bookkeeping department in the school's expense and appropriation ledger. Purchase orders affecting athletic supplies shall be approved by the chairman of the sub-committees on athletics and orders for the buildings and grounds shall be approved by the chairman of the sub-committee on buildings and grounds. All other purchase orders shall have the approval of the Assistant Superintendent before being released.

It was voted to amend the recommended change of Chapter XX, Section 2, fourth paragraph, by striking out the entire paragraph and making same part of first paragraph of Section Four as shown on Page 5 of Mr. Moynihan's report.

It was voted to amend the recommended change of Chapter XX, Section 2, sixth paragraph, second line, by striking out the word "approval" and inserting in place thereof the words "and recommendation to the School committee", so as to read as follows:

Bids and proposals shall be submitted to the assistant superintendent for review and recommendation to the School Committee. The award shall be made to the lowest responsible bidder unless it can be shown that the award to the lowest bidder is not to the best interests of the School Department. In such cases the award shall be made to the next lowest responsible bidder. In case of equal bids preference shall be given to the vendor having place of business in Cambridge.

It was voted to amend the recommended change of Chapter XX, Section 2, fifth, sixth and seventh paragraphs, by transferring said paragraphs into Section 3 of Chapter XX.

It was voted to amend the recommended change of Chapter XX, Section 4 by adding the following sentence (originally appearing as fourth paragraph, Section 2): "All purchases estimated to exceed $50. shall be made only after competitive bidding."

It was then voted to approve and adopt the report of Patrick J. Moynihan, C. P. A., dated May 18, 1942 and as amended at this meeting.

It was then voted to make part of the records the following communication from Patrick J. Moynihan, dated June 1, 1942:

PATRICK J. MOYNIHAN, C.P.A.

June 1, 1942.

To the Cambridge School Committee,
1700 Cambridge Street,
Cambridge, Mass

Supplementing my recent report, I am pleased to advise that as a result of effort by the Assistant Superintendent all tuitions reported outstanding for the current year have been collected. These totalled $1,067.

This is the first year since 1934 that all tuitions of non-resident pupils have been paid.

Coal

At an earlier meeting of your body the Assistant Superintendent recommended that the coal bids then under consideration be rejected and new proposals advertised. This was my suggestion to him.

The new bids opened last Friday, May 29, show the lowest bidder offering a price of $1.50 per ton lower than the earlier low bidder. This represents a savings of $5,820 on the total tonnage of bituminous coal. The new bids show an increase of $45.75 on anthracite coal, but the net saving to the department, because of the rejection of the original bids, is $5,774.25.

Paper

The quantities and specifications for paper purchases at the low bid price represented an expenditure for the current year of $6,721.48. These proposals were prepared by the Assistant to the business agent without knowledge of the paper supplies on hand either in the main stockroom or the schools and were largely estimates based on past experience. At my suggestion the award was delayed until the inventory of paper supplies on hand was completed and available, supplemented by the estimate of paper requirements from the school principals. As a result of this information, which should always be available before paper proposals are decided upon, several items in the schedule were eliminated and others were increased or decreased, dependent upon the stock on hand. The result has been a net reduction of $1,561.99 on the original estimate or approximately 24 per cent of the original cost.

Respectfully submitted,
PATRICK J. MOYNIHAN, C.P.A.

It was voted to reconvene into open session.

It was voted on motion by Committeeman Robart to approve the minutes of the meeting of May 18, 1942 as printed.

On motion by Committeeman Wood it was voted to make part of the records the following communication from the city manager relative to the tax rate:

CITY OF CAMBRIDGE

June 1, 1942.

Hon. John H. Corcoran, Chairman,
School Committee,
Dear Sir:

I have today announced to the City Council that the tax rate for 1942 is $43.90 per thousand, a reduction of $2.40.

I wish to take this opportunity of thanking the School Committee for the part which they played in reducing the tax rate. The contribution which they made of about $60,000.00 or approximately 35c in the tax rate contributed very much towards this reduction.

Very truly yours,

JOHN B. ATKINSON,
City Manager.

On motion by Committeeman Robart it was voted to make part of te records the following communication from St. Anthony's church:

May 20, 1942.

Edward O'Connell, Sec.,
Cambridge School Committee,
Cambridge, Mass.
Dear Mr. O'Connell:

May we express our gratitude to the members of the Cambridge School Committee for their generosity in granting the free use of the Rindge Technical School Auditorium to St. Anthony's Unit of the Catholic Youth Organiation on Sunday, May 3, 1942.

Our Program "Living Representation of Famous Paintings of the Madonnas," was a decided success, due to a great degree, to the fact that the Rindge School Auditorium lends itself ideally to such a program.

With sincere gratitude for this and all past kindnesses shown us,

Very truly yours,
FR. A. J. PIMENTAL.

It was voted to place on file a communication from the Pole and Conduit Commission notifying the school committee that a public hearing would be held on June 1, 1942 at 10 o'clock upon the petition of the New England Telephone and Telegraph Company for the right to lay and maintain ducts and conduits with necessary manholes, etc., for the transmission of electrical currents. On motion by Committeeman Fitzgerald it was voted that the following communication from the Rationing Board, as transmitted by the City Mangaer, be made part of the records and a copy posted in each of the schools:

RATIONING BOARD NO. 5

Cambridge, Mass.

May 22, 1942.

Colonel John B. Atkinson,
City Manager, City Hall,
Dear Sir:

The United States Rationing Board No. 5 for Cambridge desires to express to you, and through you to the Honorable City Council and School Committee, its appreciation of the zeal, self-sacrifice and Americanism of the hundreds of Cambridge Schools Teachers who have devoted their time and ability to the immense task of registering our people and industries for the wartime rationing of essential commodities.

We are convinced that no other group in the city could have accomplished this task with the same standard of efficiency, courtesy, and understanding. Cambridge owes them its gratitude.

Our people too are to be praised for their cooperation in this difficult endeavor. May we assure them through you that this Board will gladly aid them in the solution of their problems under rationing with as little inconvenience to them as possible.

Sincerely yours,

JOHN M. WHOULEY,
Chairman.

The following communication was received from the teachers of the Boys' Vocational School:

BOYS' VOCATIONAL SCHOOL

May 29, 1942.

Hon. John H. Corcoran,
Chairman School Committee,
Cambridge, Mass.
Dear Sir:

May we, the undersigned teachers of the Boys' Vocational School request your Honorable Body to appropriate the sum of one hundred and seventy-five dollars ($175) necessary to defray our expenses at Fitchburg Teachers College Summer Course starting June 29, 1942.

As you know this is a requirement of the Department of Education and we are expected to attend. This year emphasis in the course is being placed on the National Defense Program in the Vocational Schools.

Respectfully submitted,
Francis V. Casey
John M. Moriarty
John T. McDonald
Edward A. Conley
Joseph F. Gould
Francis B. Whouley
Edward F. McAuliffe

On motion by Committeeman Robart it was voted that the communication from the teachers of the Boys' Vocational School be referred to the Superintendent for study and recommendation.

The Superintendent reported the retirement of the following teachers:

Maude E. Delorme, Sewing-Elementary. Effective April 1, 1942.
Anna H. Welsh, Peabody School. Effective July 1, 1942.
Ellen T. Carroll, Kelley School. Effective July 1, 1942.
Ethel M. MacLeod, High and Latin School. Effective July 1, 1942.
Blanche M. Gould, Fletcher School. Effective July 1, 1942.

On motion by Committeeman Robart is was voted that the School Committee's sincere appreciation for their long years of service to the School children of Cambridge be transmitted to these teachers.

It was voted to make part of the records a report of the Superintendent relative to the marriage of the following teachers who will remain in their present positions in accordance with the rules.

Barbara Shevlin, teacher in the Art Department, was married on May 1, 1942, to Sidney F. Ball. Mrs. Ball's name will appear on our records as Barbara S. Ball.

Deborah Shore, teacher in the Longfellow School, was married on May 5, 1942, to Simon Kandler. Mrs. Kandler's name will appear on our records as Deborah S. Kandler.

The Superintendent reported that George J. Lovett, Jr., a teacher in the High and Latin School, and Henry O. Delaney, a teacher in the Rindge Technical School have been called into active service with the United States Navy and recommended that they be granted indefinite leave of absence without pay - Mr. Lovett from June 1, 1942 and Mr. Delaney from June 3, 1942. On motion by Committeeman Fitzgerald it was voted that Mr. Delaney and Mr. Lovett be granted leave of absence in accordance with the rules of the School Committee.

On motion by Committeeman Robart it was voted to make part of the records the following transfers of teachers as reported by the Superintendent:

NAME	TRANSFERRED FROM	TRANSFERRED TO	RANK	EFFECTIVE
Mary T. Cashman	Ellis	Longfellow	Teacher	July 1, 1942
Marie M. Cloran	Gannett	Longfellow	Principal	July 1, 1942
Elizabeth A. Carroll	Gannett	Kelley	Teacher	July 1, 1942
Julia V. Looney	Gannett	Kelley	Teacher	July 1, 1942
Ruth L. Andelman	Gannett	Kelley	Teacher	July 1,1942
Anne M. Casey	Gannett	Kelley	Asst. Kind.	July 1, 1942
Alma E. Johnson	Gannett	Sleeper	Hd. Kind.	July 1, 1942

The Superintendent advised the committee that Miss Grace A. Coyle, teacher of English in the High and Latin School, has been unable to perform her duties as a teacher since October, 1941, because of a serious heart condition. On the following roll-call it was voted on motion by Committeeman Fitzgerald to adopt a recommendation of the Superintendent that, subject to the approval of the Teachers' Retirement Board, Grace A. Coyle be retired under the disability provisions of the Teacher's Retirement law, for the reason that in the judgement of the School Committee she is permantly incapable of rendering satisfactory service as a teacher on account of physical disability, retirement to take effect on July 1, 1942 and a copy of this vote which shall constitute a written application for retirement ,together with a summary of the facts upon which this action is taken, shall be furnished the Teachers' Retirement Board: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran voting yes.

It was voted to make part of the records the following communication: from the Mass. Department of Education:

COMMONWEALTH OF MASS.
Department of Education

May 15, 1942.

Mr. M. E. Fitzgerald,
Superintendent of Schools,
Cambridge, Mass.
Dear Mr. Fitzgerald:

This is in answer to your letter of May 14, in which you request an exemption under the provisions of G.L., c. 71, par. 4, because of an emergency.

Under the power delegated by the above-mentioned par. 4 of c. 71, the Department hereby grants the requested exemption for the school year 1941-1942.

Will you plaese be sure to indicate on Page 8 under item 10, of your next School Return the specific days lost and also the date of this exemption?

Very truly yours,
WALTER F. DOWNEY,

On motion by Committeeman Fitzgerald it was voted to adopt a recommendation of the Superintendent that the Kiwanis Club be granted permission to invite the school traffic squad, selected by them for a cup award, to attend a meeting of the Kiwanis Club to be held on June 10, 1942 at 1:00 p.m.

On motion by Committeeman Fitzgerald it was voted to make part of the records the following report relative to the Hopkins Scholarships and Prizes:

HIGH AND LATIN SCHOOL

May 26, 1942.

My dear Mr. Fitzgerald:

The following recommendations are made for the Hopkins Scholarships and Prizes:

Scholarships

First, Anne T. Cahill, 22 Concord Avenue.
Aaron Krute, 88 Antrim Street.
Second, Mary F. Sullivan, 23 Willard Street.
Paul F. O'Rourke, 2280 Mass. Avenue.

Prizes

First, Eva Schiffer, 76 Oxford Street.
Second, Francis S. Sullivan, 13 Hunting Street.
Whole Course, Eva Schiffer, 76 Oxford Street.

Very sincerely yours,
T. F. Downey, Headmaster.

The Superintendent recommended that the following teachers, having successfully completed three years' service in the Cambridge Public Schools, be placed on tenure from September 1, 1942 in accordance with the rules of the School Committee.

High and Latin:

Charles J. Bridey, Mary K. Drinan, Frank J. Frisoli, Genevieve McGlinchey, Marie F. O'Connor.

Rindge Technical:

Samuel J. Cohen, Leon C. Fitzgerald, Arthur W. McMurtry, Edmond W. O'Reilly, Robert R. Sweeney.

Agassiz:

Gertrude L. Quinlan - K.

Fletcher:

Rosemary W. Brooks - K, Margaret L. Doolin, Alice B. Madden, William J. Ryan.

Gannett:

Ruth L. Andelman.

Houghton:

Regina B. Key.

Longfellow:

Edith G. Holmes - K, Dorothea E. Masse - K.

Thorndike:

Marie B. Barry.

Webster:

Mary A. Blessington, Mary F. Cahalane, Mary C. Rooney.

Wellington:

Mary R. Rafferty, Margaret R. Shannon.

Willard:

Mary K. Falvey.

Vocational School for Boys:

Joseph F. Gould.

Vocational School for Girls:

Anne T. O'Rourke.

Cooking:

Mary K. Behlen.

Sewing:

Emma M. Hillner.

Tests and Measurements:

Grace McGlinchey.

Music:

Mary M. Ennis.

The Superintendent recommended that the following teachers be re-elected for one-year from September 1,

1942 in accordance with the rules of the School Committee:
High and Latin:

George J. Lovett, Jr., Agatha C. F. Maguire, Esther M. McDonald, Mary J. O'Keefe,

Rindge Technical:
William J. Coughlan, Paul G. Duggan, William J. Joyce, William J. Reagan, John J. Terry, Jr.

Agassiz:
Joseph M. Flynn.

Gannett:
Anne M. Casey - K.

Haggerty:
Hallette S. Conant.

Houghton:
John F. Burke, Philip H. Cutter Jr., Alice P. Kelley.

Kelley:
Charlotte M. Burke.

Roberts:
Mary P. Boyle, Margaret M. Colbert, Margaret M. Donovan, Alice M. Maguire - K, Pauline R. Mulqueeney,

Thorndike:
Edmond J. Murphy, Frances E. Reagan.

Webster:
Eleanor A. Fallon, Edward F. Hurley.

Wellington:
John F. Temple.

Vocational School for Boys:
Edward A. Conley, Joseph J. Ranieri.

Cooking:
Dorothy J. Chizzoni.

Sewing:
Ellen H. Smith, Gertrude J. Trant.

Longfellow:
Eleanor M. Goulart, John H. Harrington.

Morse:
Mary M. Curran, Julia A. Keohane, Mary A. Sheridan - K.

Putnam:
Margaret G. Dyer, Anna M. Rynne, Thomas J. Sheehan, Jr.

Physically Handicapped Children:
Agnes A. Doran.

Hospital Teacher:
Mary F. Buckley.

The Superintendent recommended that the following text-books be approved for use in the Cambridge Public Schools, this recommendation to lay on the table in accordance with the rules:

PUBLISHED BY LAIDLAW BROS.
Learning Arithmetic, Book 8 - by Lennes-Rogers-Traver.
PUBLISHED BY THE JOHN C. WINSTON CO.
Arithmetic We Use, Grade 3 though 8 - by Brueckner, Grossnicle, and Merton.

On motion by Committeeman Fitzgerald it was voted to make part of the records the following communication from the Teachers' Retirement Board:

COMMONWEALTH OF MASS.
Department of Education

Teachers' Retirement Board

To the Superintendent of Schools:

In our circular letter dated December 3, 1941 we called attention to Chapter 708 of the Acts of 1941 which provides that a person who enters the military service shall be considered to be on leave of absence until the expiration of one year from the termination of such service. As the persons appointed to fill such vacancies are appointed as temporary or substitute teachers and as they may be so employed for a number of years, the question has been raised as to whether or not they are subject to the provisions of the retirement law.

This matter has been considered by the Retirement Board and it was decided that as a teacher who enters the military or naval service may be on leave of absence for more than a year, the person elected or appointed as a temporary or substitute teacher to fill the vacancy shall be subject to the provisions of the retirement law in the same manner as if elected a regular permanent teacher unless his election or appointment as a temporary or substitute teacher is for a period of less than a full year.

Please note that this applies only to persons appointed to fill military vacancies where usually the appointment is for an **indefinite** period such as the duration of the war or until the regular teacher returns. It does not apply to other substitutes where it is required that the appointment shall be for a period of not less than a full year in order to be subject to the provisions of the retirement law.

Very truly yours,

CLAYTON L. LENT
Sec'y. Teachers' Retirement Board.

On motion by Committeeman Brooks it was voted that a communication received from Eva M. Ruggli, a teacher at the High and Latin School, requesting leave of absence without loss of salary because of illness, be referred to the committee appointed to study and recommend regulations pertaining to absence of teachers due to illness or accident.

Committeeman Brooks, chairman of the Committee on Athletics, submitted the following report:

COMMITTEE ON ATHLETICS

May 29, 1942

Present:
Committeeman Brooks, Chairman
Committeeman Wood

It was voted to recommend that sweatshirts be awarded the winners of the grammar school baseball league.

It was voted to recommend that sweaters be awarded the members of the High and Latin and Rindge Technical School 1940 and 1941 football teams.

It was voted to adjourn.

Respectfully submitted,

WILLIAM F. BROOKS, Chairman

On motion by Committeeman Brooks it was voted that the report of the Committee on Athletics be approved and the recommendations adopted.

In discussing the matter of competitive sports for the high schools Committeeman Brooks submitted the the following statement:

"We discussed at some length the advisability of the set up or mechanics for installing inter-mural sports. It was my idea that by the elimination of one competitive team we could substitute a program of intermural sports and a more comprehensive compulsory physical education program. Mr. Smith, Director of Physical Education has presented a rough sketch along these lines. Committeeman Wood thinks we should not have competitive sports but I am not in favor of Committeeman Wood's proposal. I believe it is essential to have a goal towards which these students can strive and this can be accomplished by representing their city in sports. In accordance with my original idea I have a plan worked out which I will submit at a later meeting".

Committeeman Wood then offered a motion that school teams in all sports in the High and Latin School and Rindge Technical School be suspended as so-called varsity teams for the duration of the war. Interclass or intermural teams shall be substituted for school teams and a system of class teams under proper coaching shall be inaugurated. On motion by Committeeman Robart it was voted that Committeeman Wood's motion be referred back to the Committee on Athletics.

On motion by Committeewoman Mrs. Conant it was voted that the following report of the Committee on Lunchrooms be laid on the table and a copy be sent to each member of the committee:

June 1, 1942.

To the School Committee:

We, the undersigned, members of the Committee on Lunchrooms, hereby submit as our report and recommendation, the enclosed copy of a letter to His Honor, the Mayor, from the Law Department of the City of Cambridge.

It is our belief that if these conditions are met by Mr. Hoar, the authority to manage the school lunchrooms should be given to him.

Respectfully submitted,

John H. Corcoran. Mayor
John M. Tobin. Asst, Supt. Schools
T. F. Downey, Headmaster, H. & L.
John W. Wood, Headmaster, Rindge
Mosier Goldberg, Asst. City Solicitor.

CITY OF CAMBRIDGE
LAW DEPARTMENT

May 29, 1942.

To Honorable John H. Corcoran,
Mayor of the City of Cambridge,
City Hall, Cambridge, Mass.
Dear Sir:

Pursuant to our conference concerning the probable concession to James P. Hoar for lunches, ice cream and candy to be served at both Rindge Technical and Cambridge High and Latin School, the suggestion is made that an authority to operate such a concession be granted to Mr. Hoar, rather than to prepare and be bound by a written contract for the purpose.

It is suggested also that the School Committee by its individual members, and the City of Cambridge be indemnified against possible claim or damage by virtue of this service by Hoar to the extent that a bond of indemnity be a condition precedent to the granting of this authority.

Accordingly, the following is suggested as the wording of this authority:

"Authority" subject to the following terms and regulations:

1. The concession hereby granted shall continue from the day of school opening in September, 1942, until the day of school closing in June, 1943; provided, and upon the condition, however, that the School Committee, Superintendent of Schools, and/or the Headmaster shall be satisfied that the interest and welfare of the school children at the several high schools herein mentioned are not in jeopardy

2. That said Hoar shall cause to be cleaned the premises used by him in rendering the service hereby conceded, not later than Five P. M. each day.

3. That said Hoar shall pay all damages for use of gas and electricity consumed by him in the conduct of the enterprise

4. That said Hoar, at his own expense, shall install a steam table in the Boys' Section of the High and Latin School and provide such other facilities as may be necessary to serve hot food at both schools.

5. That said Hoar will turn over to the School Department any and all equipment which is loaned to him for his use, in the same condition in which they are found, reasonable use and wear excepted; and shall replace all broken dishes and utensils as far as may be reasonable under the circumstances.

6. That said Hoar shall submit on Thursday of each week for the approval of the Dietitian a menu, a copy of which approved menu shall be posted each day in each Lunch Room.

7. That said Hoar shall do all the cooking to be served at the two high school on the respective cooking premises of each school.

8. That said Hoar shall employ only such persons who are physically and morally satisfactory.

9. That said Hoar shall submit to the direction of the Headmaster of the respective schools.

10. That said Hoar shall maintain all equipment at his own expense.

11. That said Hoar shall not as-

sign nor sub-let in whole or in part, any authority herein conferred, without first obtaining therefor written consent of the School Committee.

Respectfully yours,

MOSIER B. GOLDBERG
Assistant City Solicitor.

The following report was presented from the committee appointed to investigate the allocation of costs for heat furnished by Harvard University to the Fire Department Headquarters Building and the Rindge Technical School:

Meeting of the Committee appointed to investigate the matter of allocation of heating bills between the Rindge Technical School and the Fire Department was held on Tuesday, May 26, 1942 at 10:30 a.m.

Present were John J. Terry, Superintendent of Buildings, Fire Chief Herman Gutheim, School Committeeman Ralph W. Robart, Mr. Saurwein of Harvard University and William Fitzgerald, Chief Custodian of the School Department.

After a thorough study of the entire matter it was agreed that under normal conditions the proper apportionment of the entire heating bill should be at the rate of 90 per cent of heating bill to be paid by the School Department and 10 per cent to be paid by the Fire Department.

However, inasmuch as the Rindge Technical School is being used extensively at the present time by the National Defense it was voted that for the present the Fire Department pay a sum of $1,200 a year, payable in nine equal payments and that the School Department and Fire Department pay their alloted share direct to Harvard University as at present. This arrangement shall continue in effect as long as National Defense activities are using the facilities of the Rindge Technical School Building. At conclusion of this period the allocation of heating bills shall revert to the payment of 90 per cent of the total cost by the School Department and 10 per cent by the Fire Department.

After due consideration it would seem to your committee that this is the most equitable solution to this problem in that the meter at best is a highly sensitive instrument requiring a lot of expert attention and at the present time it would cost approximately $700 to replace or repair the present meter.

Respectfully submitted,

THE COMMITTEE
John J. Terry, Supt. of Buildings
Herman E. Gutheim, Chief Fire Department.
Ralph W. Robart, School Committeeman
G. C. Saurwein, Representing Harvard University and serving in a advisory capacity.

On motion by Committeeman Robart it was voted that the above report be accepted and the recommendations adopted.

It was voted that the text books recommended by the Superintendent at the meeting of May 18, 1942 be adopted.

On motion by Committeeman Wood it was voted to adopt the following proposed amendment to the rules as presented at the meeting of May 18, 1942, by the Committee appointed to study and recommend regulations pertaining to absence of teachers due to illness or accident, said amendment to be effective July 1, 1942. "Section 4, Chapter XXIII be amended by striking out the present rule as it appears in the book of rules and substitute in place thereof the following: Masters, Principals, Directors, Assistant Directors, or teachers may be absent on account of personal illness for not more than three (3) days in any school year without loss of pay. For any subsequent absence a deduction of 1/400 of the yearly salary shall be deducted."

On the following roll-call it was voted to adopt the following proposed amendment to the rules, as presented by Committeeman Wood at the meeting of May 18, 1942: "That Chapter II, Section 6 be amended by adding the following: In all cases under this rule when any employee wishes to consult with the members of the committee individually the Superintendent shall first communicate with the members stating the facts in the case and any member thereupon may decide for himself if he wishes a personal interview": Committeemen Brooks, Dr. Cassidy, Wood and Mayor Corcoran voting yes; Committeemen Fitzgerald, Robart and Mrs. Conant voting no.

It was voted to adopt the following proposed amendment to the rules, as presented by Committeeman Wood at the meeting of May 18, 1942: "No matron in any classification shall be eligible for appointment in the School Department who is over forty-five years of age at the time of her appointment."

On the following roll-call it was voted that the proposed amendments to the rules, as recommended by Patrick J. Moynihan, C. P. A., and contained in his report dated May 18, 1942, as amended in executive session at this meeting, remain on the "Calendar": Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, and Wood voting yes; Committeemen Robart and Mayor Corcoran voting no.

It was voted to take from the table and adopt the minutes of the meeting of May 4, 1942 as printed.

On motion by Committeeman Fitzgerald it was voted to take from the table the bids for paper, pencils, pens, ets. On the following roll-call it was voted that the following firms being the lowest responsible bidders in each instance, be awarded the contract: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran voting yes.

Recommended Awards For: Paper, Paper Pads, Pens, Pencils, Notebooks,

Item No.	Firm	Quantity	Unit Price	Total
1	J L. Hammett Co.	3000 Reams	.319	$975.00
2	J. L. Hammett. Co	1000 Reams	.16	160.00
3	J. L. Hammett Co.	240 Reams	.107	25.68
4	J. L. Hammett Co.	480 Reams	.107	51.36
5	J L. Hammett Co.	1440 Reams	.2315	333.36
6	J. L. Hammett Co.	1440 Reams	.229	329.76
7	J. L. Hammett Co.	1400 Reams	.155	217.00
8	J. L. Hammett Co.	1200 Reams	.15375	184.50
9	J. L. Hammett Co.	720 Reams	.41	295.20
14	J. L. Hammett Co.	1200 Dozen	.15	180.00
16	J. L. Hammett Co.	480 Dozen	.30	144.00
18	J. L. Hammett Co.	25M	46.85	1171.25
20	Edward E. Babb Co.	40M	1.19	47.60
22	Henry S. Wolkins Co.	20M	2.35	47.00
24	Gledhill Bros., Inc.	2 Reams	17.25	34.50
25	Cook Vivian Co.	400 Reams	.339	135.60
26	J. L. Hammett Co.	20 Gross	2.16	43.20
27	Allen Stationery Co.	10 Gross	5.40	54.00
29	Commercial Supply Co.	50lbs.	1.20	60.00
30	Allen Stationery Co.	10 Gross	6.95	69.50
31	J. L. Hammett Co.	16 Dozen	3.28	52.48
33	J. L. Hammett Co.	20 Ply	.95	19.00
34	J. L. Hammett Co.	20 Ply	.95	19.00
38	J. L. Hammett Co.	200 Gross	.33	66.00
39	J. L. Hammett Co.	50 Gross	.48	24.00
40	J. L. Hammett Co.	1 Dozen	4.20	4.20
41	J. L. Hammett Co.	10 Gross	30.60	306.00
43	Allen Stationery Co.	3 Dozen	6.50	19.50
44	Allen Stationery Co.	75 Gross	1.60	120.00
44	Commercial Supply Co.	75 Gross	1.60	120.00

It was voted not to adopt a motion to take from the table the Superintendent's recommendation relative to holding examinations for permanent and substitute teachers on June 27, 1942.

Committeeman Robart, chairman of the Committee on Buildings and 22, of William G. Sheridan, custodian of the Thorndike School. Mr. Sheridan was appointed to the School Department in 1899 and has served continuously since that time. On motion by Committeeman Robart it was voted that the committee express to Mr. Sheridan's nearest of kin their sincere sorrow upon learning of his death.

Bids were presented for supplying anthracite and bituminous coal to the School Department, from September 1, 1942 through April, 1942.

On the following roll-call it was voted on motion by Committeeman Fitzgerald that the Robert Fawcett & Son Co., of 350 Portland Street, Cambridge, being the lowest responsible bidder, be awarded the contract for supplying anthracite coal at a price of $11.90 per ton: Committeeman Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Robart, Wood and Mayor Corcoran voting yes.

Vice-Chairman Dr. Cassidy in the chair.

Committeeman Fitzgerald moved that the White Fuel Company, 900 First Street, South Boston, be awarded the contract for supplying bituminous coal at a price of $8.78 per ton. Mayor Corcoran offered a substitute motion that Burton Furber Coal Company, 10 High Street, Boston, being the lowest responsible bidder, be awarded the contract for supplying bituminous coal at a price of $8.561 per ton. After considerable debate a motion for the previous question prevailed on the following roll-call: Committeeman Brooks, Mrs. Conant, Fitzgerald and Robart voting yes; Committeeman Wood, Mayor Corcoran and Vice-Chairman Dr. Cassidy voting no. It was then voted on the following roll-call to adopt Mayor Corcoran's substitute motion that Burton Furber Coal Company, 10 High Street, Boston. being the lowest responsible bidder, be awarded the contract of supplying bituminous coal at a price of $8.561 per ton: Committeemen Brooks, Mrs. Conant, Robart, and Mayor Corcoran voting yes; Committeemen Fitzgerald, Wood, and Vice-Chairman Dr. Cassidy voting no.

Committeeman Fitzgerald in the chair.

On motion by Committeeman Wood it was voted that all school stationery, except letterheads of the elementary and high schools, shall have printed thereupon the names of all members of the School Committee.

It was voted to adjourn:

ADJOURNED:

EDWARD J. O'CONNELL,
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

June 8, 1942.

SPECIAL MEETING: Called by His Honor, the Mayor, acting in accordance with Section 3 of Chapter I of the Rules of the School Committee, and called for the following purposes:

(1) To consider and act upon the proposed amendments to the rules of the School Committee as recommendedby Patrick J. Moynihan, C.P.A. and contained in his report dated May 18, 1942.

(2) To consider and act upon the report of Patrick J. Moynihan, C.P.A. dated May 18, 1942

(3) To consider and act upon the report of the Committee on Lunchrooms dated June 1, 1942.

On motion by Committeeman Robart it was voted that the following report of the Committee on Lunchrooms be accepted and the recommendations adopted, and such action taken as is necessary to carry out the said recommendations:

To the School Committee:

We, the undersigned, members of the Committee on Lunchrooms, hereby submit as our report and recommendation, the enclosed copy of a letter to His Honor, the Mayor, from the Law Department of the City of Cambridge.

It is our belief that if these conditions are met by Mr. Hoar, the authority to manage the school lunchrooms should be given to him.

Respectfully submitted,

John H. Corcoran. Mayor
John M. Tobin. Asst, Supt. Schools
T. F. Downey, Headmaster, H. & L.
John W. Wood, Headmaster, Rindge
Mosier Goldberg, Asst. City Solicitor.

CITY OF CAMBRIDGE
LAW DEPARTMENT

May 29, 1942.

To Honorable John H. Corcoran,
Mayor of the City of Cambridge,
City Hall, Cambridge, Mass.
Dear Sir:

Pursuant to our conference concerning the probable concession to James P. Hoar for lunches, ice cream and candy to be served at both Rindge Technical and Cambridge High and Latin School, the suggestion is made that an authority to operate such a concession be granted to Mr. Hoar, rather than to prepare and be bound by a written contract for the purpose.

It is suggested also that the School Committee by its individual members, and the City of Cambridge be indemnified against possible claim or damage by virtue of this service by Hoar to the extent that a bond of indemnity be a condition precedent to the granting of this authority.

Accordingly, the following is suggested as the wording of this authority:

"Authority" subject to the following terms and regulations:

1. The concession hereby granted shall continue from the day of school opening in September, 1942, until the day of school closing in June, 1943; provided, and upon the condition, however, that the School Committee, Superintendent of Schools, and/or the Headmaster shall be satisfied that the interest and welfare of the school children at the several high schools herein mentioned are not in jeopardy

2. That said Hoar shall cause to be cleaned the premises used by him in rendering the service hereby conceded, not later than Five P. M. each day.

3. That said Hoar shall pay all damages for use of gas and electricity consumed by him in the conduct of the enterprise

4. That said Hoar, at his own expense, shall install a steam table in the Boys' Section of the High and Latin School and provide such other facilities as may be necessary to serve hot food at both schools.

5. That said Hoar will turn over to the School Department any and all equipment which is loaned to him for his use, in the same condition in which they are found, reasonable use and wear excepted; and shall replace all broken dishes and utensils as far as may be reasonable under the circumstances.

6. That said Hoar shall submit on Thursday of each week for the approval of the Dietitian a menu, a copy of which approved menu shall be posted each day in each Lunch Room.

7. That said Hoar shall do all the cooking to be served at the two high school on the respective cooking premises of each school.

8. That said Hoar shall employ only such persons who are physically and morally satisfactory.

9. That said Hoar shall submit to the direction of the Headmaster of the respective schools.

10. That said Hoar shall maintain all equipment at his own expense.

11. That said Hoar shall not assign nor sub-let in whole or in part, any authority herein conferred, without first obtaining therefor written consent of the School Committee.

Respectfully yours,

MOSIER B. GOLDBERG
Assistant City Solicitor.

A motion by Committeeman Robart to reconsider the above vote adopting the report and recommendations of the Committee on Lunchrooms, failed of adoption.

It was voted on motion by Committeeman Fitzgerald that Mr. Hoar be invited to attend the next meeting of the School Committee so that the lunchroom siuation can be discussed with him.

On motion by Committeeman Robart it was voted to convene into executive session for the purpose of considering and acting upon the report of Patrick J. Moynihan, C.P.A.

It was voted that the amendments to the rules of the School Committee as recommended by Patrick J. Moynihan in his report of May 18, and as amended in executive session at the meeting of June 1, 1942 be approved and adopted.

It was voted that Mr. Moynihan bring in at the next meeting a recommendation to amend the rules covering accumulative sick leave for teachers and all other personnel and a definite rule covering vacations of employees other than teachers.

It was voted to convene into open session.

On motion by Committeeman Robart it was voted that the committee proceed on the proposed amendments to the rules.

On motion by Committeeman Brooks it was voted that the report of Patrick J. Moynihan, C. P. A. dated May 18, 1942 be accepted and the amendments to the rules as recommended by Mr. Moynihan and further amended by the School Committee at this meeting be approved and adopted. Committeeman Fitzgerald is recorded as voting no.

Following are the amendments to the rules as recommended by Mr. Moynihan, C.P.A. in his report to the School Committee dated May 18, 1942 and further amended by vote of the School Committee at this meeting:

Chapter II - add the following new sections:

4a. The hours of clerks attached to the high schools shall be from 8:00 a.m. to 5:00 p.m. Monday through Friday. They shall be required to work the same numbers of hours as Civil Service Employees in the executive and business offices and shall be entitled to the same vacation allowances.

4b. All Civil Service employees attached to the executive, business, and high school offices shall be entitled to ten days absence in the calendar year for personal illness or death in the immediate family. In cases of additional absences, two-third of the per-diem rate, calculated on a working year of three hundred days, shall be deducted. After twelve weeks full deduction shall be made for absence.

Chapter III - add section 4a as follows:

4a The secretary shall have authorization to issue permits for the use of the School Buildings and auditoriums, subject to the conditions prescribed in Section 12, Chapter XXV of the rules of the School Committee.

Omit Section 10, Chapter XIX and substitute therefor:

The Supervisors of attendance shall investigate and report in writing to the Superintendent of Schools on forms provided for that purpose on the residential qualifications of all applicants for enrollment in the High and Latin, Vocational and Technical Schools. These reports shall be filed on October 1 and February 1 of each year. The Supervisors of attendance shall also investigate and report upon the residential qualifications of all students in the evening schools as soon as possible after enrollments are available.

The Supervisors of attendance shall also be required to check the residential qualifications of pupils in the elementary schools and report in the manner outlined above. A check on residence of all pupils attending the Cambridge schools should be made at least twice a year.

Chapter XX amended in entirety to read as follows:

BUSINESS DEPARTMENT

Section 1. Under the direction of the assistant superintendent, the business agent shall have supervision of school accounts and of the preparation of the annual budget for submission to the school committee.

He shall supervise school accounts and the proper distribution of funds in the various accounts. He shall supervise the preparation of the annual financial report and other reports required by the State Department of Education, including reports for state aided classes, trust funds, athletic funds and such other special funds as are maintained in the business office.

He shall prepare and submit a financial report of the School Department to the School Committee each month, reviewing the invoice warrants and the accompanying bills before transmitting to the city auditor.

He shall submit to the School Committee each month, reports on the fabrication of materials in the Rindge Technical and Vocational Schools and shall have general supervision of the preparation of all statistical forms.

He shall have supervision of the cash registers in the lunchrooms and the transfer of lunchroom receipts to the city treasurer. He shall prepare financial reports of the lunchrooms each month.

He shall furnish a monthly statement of uncollected tuition for non-resident pupils to the School Committee.

He shall perform such other tasks as may be assigned to him from time to time by the assistant superintendent.

Section 2: Assistant to the Business Agent. Under the direction of the assistant superintendent the assistant to the business agent shall keep on hand a complete and accurate inventory of all supplies, books and equipment in schools, stockrooms and lunchrooms, including the technical, vocational and evening schools. He shall have supervision of the rebinding and discarding of books and shall report to the assistant superintendent from time to time as to the condition of supplies and books in all schools. Inventories of all supplies and equipment of a movable character shall be taken not less frequently than once a year.

Upon receiving requisitions from schools, the assistant to the business agent shall purchase and distribute to the schools as requisitioned the equipment and supplies necessary for the school unit. Requisitions are to be issued by the schools on the first day of each month and forwarded directly to the office of the assistant superintendent.

Purchase orders issued by the assistant to the business agent during any one business day shall be submitted for approval to the assistant superintendent before 10 a.m. of the next business day. Upon his approval and before release the purchase orders shall be posted by the bookkeeping department in the school' expense and appropriation ledger. Purchase orders affecting athletic supplies shall be approved by the ubcommittee on athletics and orders for the buildings and grounds shall be approved by the sub-committee on buildings and grounds. All other purchase orders shall have the approval of the assistant superintendent before being released.

Section 3. All contracts made by the Committee, in which the amount involved is $500. or more, shall be in writing and no such contract shall be deemed to have been made or executed until the approval of the School Committee is affixed thereto. Any contract made as aforesaid may be required to be accompanied by a bond with securities satisfactory to the committee, or by a deposit of money, certified check, or other security for the faithful performance thereof. Such bonds or other securities shall be deposited with the city treasurer until the contract has been carried out in all respects and no such contract shall be altered except by a written agreement of the contractor, the sureties on his bond and the School Committee.

No advertisement, proposal or offer of contract shall be inserted as an advertisement in any newspaper, trade paper or magazine without the approval of the assistant superintendent. Advertisements shall be inserted two weeks prior to the hearing on the award of bids. Bids shall be opened the day and hour specified in the advertisement. When opened all bids shall be announced publicly and each bid shall be available for the inspection of competitors.

Bids and proposals shall be submitted to the assistant superintendent for review and recommendation to the School Committee. The award shall be made to the lowest responsible bidder unless it can be shown that the award to the lowest bidder is not to the best interests of the school department. In such cases the award shall be given to the next lowest responsible bidder. In the case of equal bids preference shall be given to the vendor having place of business in Cambridge.

Copies of all bids or proposals furnished by concerns and all correspondence related thereto shall be kept on file for a period of one year. No bill or contract shall be split or divided for the purpose of evading any provision of the rules and regulations.

All bids for ordinary repairs, materials or supplies shall be itemized so as to show the amount charged for labor and for each item of materials and supplies. All purchases estimated to exceed $50 shall be made only after competitive bidding.

Section 4. No supplies shall be issued to the custodians or janitors of school houses except by written request of the principal of the school, approved by the head janitor and by the assistant superintendent of schools.

Section 5. Upon receiving requisitions from the schools which have been approved by the Assistant Superintendent, the Asisstant to the Business Agent shall distribute to the schools the books, apparatus and supplies so purchased and kept in stock.

NON-RESIDENT PUPILS

Chapter 21 - add a section as follows:

Section 1A - Non-resident pupils attending the Cambridge High and Latin School shall be required to pay an annual tuition fee of $140., and non-resident pupils attending the Rindge Technical School shall be required to pay an annual fee of $200.

On motion by Committeeman Robart it was voted that the following schedule of charges for rental of halls together with the recommendation relative to the Leslie L. Cleveland Auditorium of the High and Latin School, be approved and adopted:

SCHOOL	LIGHT & HEAT	JANITOR	TOTAL
Lincoln	$10.00	$4.00	$14.00
Agassiz	6.60	4.00	10.60
Ellis	7.90	4.00	11.90
Fletcher	7.80	4.00	11.80
Haggerty	6.80	4.00	10.80
High and Latin	24.75	21.00	45.75
Houghton	8.00	4.00	12.00
Kelley	6.90	4.00	10.90
Longfellow	12.00	7.00	19.00
Morse	6.80	4.00	10.80
Peabody	8.00	4.00	12.00
Putnam	6.80	4.00	10.80
Rindge Tech.	33.00	27.00	60.00
Roberts	12.52	7.00	19.52
Russell	9.28	7.00	16.28
Thorndike	8.00	7.00	15.00
Webster	7.00	7.00	14.00
Wellington	7.85	7.00	14.85
Rindge Gym	13.75	10.00	23.75
Roberts Gym	6.35	7.00	13.35

Because of the proximity of the auditoriums in the High and Latin School and Rindge Technical School it is recommended that only the auditorium of the Rindge School be available for renting.

A motion by Committeeman Brooks to reconsider the votes adopting the amendments to the rules as recommended by Patrick J. Moynihan, C.P.A. in his report dated May 18, 1942 and as amended by the School Committee at this meeting, failed of adoption

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL,
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday June, 15, 1942.

REGULAR MEETING:

Members present: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Committeeman Fitzgerald it was voted that the minutes of the regular meeting of June 1, 1942 and the special meeting of June 8, 1942 be approved as printed.

On motion by Committeeman Fitzgerald it was voted to refer to the secretary in accordance with the rules a request received from Mr. and Mrs. Stanley G. Maxwell that they be granted permission to use the Webster School at a reduced charge for the purpose of conducting a voice and piano recital.

The following petition was received from the Rindge Alumni

Having read the press notices advising of the change of status in sports of the Rindge Technical School and Cambridge High & Latin School, decided upon by your body and that the name "Rindge" is to be dropped in designating the combined teams to represent the city of Cambridge high schools, we feel:

WHEREAS: At Rindge Technical School since 1891, when the first class was graduated, sports have been synonymous with the name of the school, this tradition having been handed down from one generation to another, and

WHEREAS The Rindge-Somerville Game on Thanksgiving Morning has been a fixture since early in 1900 to the enjoyment of thousands of alumus, as well as Cambridge and Somerville citizens, and other games in all sports having been played regularly with most leading high schools in the state in which the name of "Rindge" has been outstanding, and

WHEREAS In the business and now military profession the Alumni have made their mark and the changing of the name or any combination would cause "Rindge" men to lose their identity, and

WHEREAS The Rindge Technical School was originally made possible through the generosity of one Frederick H. Rindge to whom the Alumni and the city owe an everlasting debt of gratitude, and any elimination of the name "Rindge" from its customary high place of standing would tend to lessen the tribute to our mutual benefactor

THEREFORE

Be it resolved that the Rindge Alumni Association is unanimously opposed to any combination or any proposed change in the name for sports activities and recommends to the School Committee of the City of Cambridge that if such a combination is deemed necessary for reasons of economics in the city government for the duration of the war, the name "Rindge" appears in any new name to designate sport activities of the combined schools. (Rindge Technical School and Cambridge High and Latin School).

Dr. Neil F. Mac Donald, President
Arthur R. Dunn, Secretary.

Committeeman Brooks moved that the name of the combined athletic team be changed to read the Cambridge High and Rindge Team. It was voted to adopt a motion by Committeeman Wood that this matter be tabled until a report of the Committee on Athletics is brought in.

On motion by Committeeman Fitzgerald it was voted to place on file a communication from the Cambridge Chamber of Commerce expressing its appreciation for the School Committee's efforts in reducing the school budget.

It was voted to lay on the "Calendar" the following communication and proposed amendment to the rules, as submitted by Patrick J. Moynihan:

PATRICK J. MOYNIHAN, CPA.

June 15, 1942.

To the Members of the
Cambridge School Committee
1700 Cambridge Street,
Cambridge, Mass.

Gentlemen:

Acting upon your instructions, which I received from the School Committee at its last meeting authorizing that a recommendation be submitted covering accumulative sick leaves for employees of the School Department, and also a recommendation covering vacations, I am attaching the suggested recommendations which are self-explanatory.

Respectfully submitted,

Patrick J. Moynihan

The following amendment to replace Section 4b of Chapter II as submitted by Patrick J. Moynihan, CPA.

SICK LEAVES:

Section 1. All civil service employes attached to the executive, business and school offices shall, after completing six months of continuous service, be allowed sick leave with pay for periods not to exceed fifteen working days annually within each year of service. Such periods of the leave not granted in any year may be accumulated from year to year, but the accumulation shall not exceed one hundred and fifty (150) working days.

Section 2: Sick leave shall be deemed to include necessary absence on account of illness or injury of the employee or his exposure to a contagious disease the serious illness, death, funeral or marriage of a member of his immediate family, or other emergencies which, in the opinion of the superintendent of schools, justify the absence of the employee.

Section 3: In cases of sick leaves in excess of five days in one month, the Superintendent of schools may require evidence in the form of a physicians certificate as to the necessary for such absence; and if, in his opinion, said absence is not necessary, such leave shall be without pay.

Section 4: Employees in the service on the effective date of this regulation shall be entitled to a credit of seven working days for each year of service, but not to exceed seventy-five working days of accumulated leave.

Section 5: No employee shall be entitled to a leave of absence with pay on account of sickness in excess of his accumulated leave except upon specific approval of the School Committee. The superintendent of schools shall keep a register showing records of attendance of all employees affected by the foregoing sections and a record of leaves of absences approved under this section.

VACATIONS:

Section 1. Vacation allowances shall not exceed the following: Upon completion of a period of service of less than one year on June one, one day's vacation for each month served, upon completion of a period of service of one year but less than three years on June one, two weeks' vacation; upon completion of a period of service of three years on June one, three weeks vacation.

Section 2: Vacations must be taken in full during the calendar year and while the schools are not in session unless otherwise voted by the School Committee. Vacations shall not be accumulated if not taken in full during the calendar year.

Employees whose service is terminated through death, resignation or dismissal, shall not be entitled to salary in lieu of any sick leave or vacation not taken.

These rules on sick leaves and vacations should be come effective as of July 1, 1942.

The Superintendent reported the retirement of the following teachers:

NAME	SCHOOL	RANK	EFFECTIVE
Grace S. Beckwith,	Houghton	Teacher	July 1, 1942
Winifred A. Briggs	Kelley	Teacher	July 1, 1942
Mary E. Regan, Wyman	Open Air	Teacher	July 1, 1942
Eva G. Wait	Fletcher	Teacher	July 1, 1942

On motion by Committeeman Fitzgerald it was voted that the School Committee's sincere appreciation for their long and faithful service to the Cambridge School Department be extended to these retiring teachers.

A communication was presented from the Selective Service System advising that the Fifth Selective Service Registration is to be held on June 30 and while the reduced number of registrants will not necessitate the use of school buildings permission is requested to ask the school teachers to volunteer as registrars. On motion by Committeeman Fitzgerald it was voted that the communication be referred to the Superintendent with power.

On motion by Committeeman Wood it was voted to adopt the Superintendent's recommendation that Assistant Superintendent Tobin be given full power to make arrangements on behalf of the School Committee with State Commissioner of Education Downey for the registration of applicants for Gasoline Rationing Book and he be authorized to ask teachers to volunteer to assist in this work.

A communication was presented from the Mass. Committee on Public Safety advising that a State-wide school to train radio operators for Civilian Defense posts has been established and asking permission to use a class room two nights per week in the Rindge Technical school. On motion by Committeeman Fitzgerald it was voted that permission be granted as requested provided that the School Department is reimbursed for any expenses necessary to the operation of this classroom.

The Superintendent recommended that the following text books be approved for use in the Cambridge Public Schools:

PUBLISHED BY GINN & CO.
First Year French, by O'Brien and Lafrance.

PUBLISHED BY ODYSSEY PRESS:
"Los Otros Americanos" by Weisinger and Johnson.

PUBLISHED BY D. APPLETON-CENTURY COMPANY:
"Pan American Spanish," by Brady

PUBLISHED BY C. S. HAMMOND:
"Hammond's Self-Revising World Atlas and Gaseteer, by C. A. Hammond.

PUBLISHED BY REYNAL AND HITCHCOCK:
" South American Primer", by Rodell.

PUBLISHED BY MACMILLAN CO.:
"Civics Through Problems", by Edmonson and Dondineau.

PUBLISHED BY HENRY HOLT AND COMPANY:
"Freedom, American Style," by Griffin.
"Spanish American Life", by Crow.
"Dieci Novelli Contemporanee, by Cantarella and Richards.

PUBLISHED BY HARCOURT BRACE & COMPANY:
American Democracy Today and Tomorrow", by Goslin, Goslin, and Storen.

On motion by Vice-Chairman Dr. Cassidy it was unanimously voted to suspend the rules for the purpose of taking action on the Superintendent's recommendation relative to text books. It was then voted that the text books recommended by the Superintendent at this meeting be adopted.

On motion by Vice-Chairman Dr. Cassidy it was voted to lay on the table for further study the following report of the Curriculum Committee:

REPORT ON CURRICULUM TO THE SCHOOL COMMITTEE:

In the field of secondary education there must be a major revision of the curriculum to take account of the needs of all boys and girls in the national emergency. The aim of all patriotic Americans should be to perform the utmost service with the greatest efficiency for the common goal - the winning of the war.

We therefore recommend the following changes in the curriculum:

(1) For senior boys, in both high schools, who are not in the college preparatory course, and for others who have had no training in Mathematics or Science, a course meeting daily might well include two periods per week of Mathematics, two of Science, and one of Physical Education.

(2) All Senior and Junior boys, in both high schools, to be required to take Physical Education as a part of their regular work.

(3) Every encouragement should be offered to Junior and Senior boys to take in both Mathematics and Science such courses as would give them the rudimentary training required for the more highly specialized branches in the Army and Navy. Special sub-divisions of these courses covering Aeronautics, Elements of Navigation, Radio Communication, Meteorology, and Map Drawing and Military Topography might well be arranged.

(4) Courses in Pan-American Spanish and Latin American relations have already been scheduled as well as an outline of a course on Principles and Democracy,

(5) First Aid courses have been in progress for some time and will be continued,

(6) In the Home Economics Department changes have already been made so that the work of the department will include courses in foods and nutrition of definite value in Red Cross and Canteen work.

(7) A year of higher algebra, this work, of course, should be confined to the boys having special ability in mathematics.

(8) We should also extend teaching of the Morse Code to all of the Junior and Senior Electrical Classes.

(9) Also it would be possible to introduce Map Drawing in the Mechanical Drawing Department. We have always tried to give some boys experience in surveying. To this could be added the study of contours, and some experience in map reading, use of scale drawing, etc.

(10) One other desirable addition to the Physics Department would be a course in Internal Combustion Engines. This course would probably take the place of the third year study of heat.

These are but a few of the changes which this committee recommends at this time. We are firmly of the opinion that students of marked aptitude and ability should be selected and encouraged and those students of lesser aptitude and ability should be encouraged to take up manual activities. More than ever we should emphasize the rights and privileges of democracy and freedom in these United States in all classes and in all subjects.

M. E. FITZGERALD
Superintendent of Schools

JOHN M. TOBIN
Asst. Superintendent of Schools

JOHN W. WOOD
Rindge Technical-Head Master

JAMES F. CONLIN
Rindge Technical, Asst. Headmaster

FRANCIS T. McCABE
Rindge Technical, Asst. Headmaster

T. F. DOWNEY
High and Latin, Head Master

JOHN J. SHEEHAN
High and Latin, Asst. Head Master

THOMAS L. BRAMHALL,
High and Latin, Asst. Head Master

E. J. DANEHY
High and Latin, Asst. Head Master

It was voted on motion by Committeeman Wood to make part of the records following financial report on lunchrooms and the following financial report for the period ending May 31, 1942:

RINDGE TECHNICAL SCHOOL LUNCHROOM

Profit and Loss Statement for the Four Weeks Ending, May 29, 1942

CASH SALES				$1385.25
Deduct - **Cost of Food Sold**				
Purchases for Period	$966.18			
Transfers from High Schools	26.64	$992.82		
Add - **Difference of Inventories:**				
Inventory, April 24, 1942	457.49			
Inventory, May 29, 1942	352.65	104.84	$1097.66	
Deduct - Transfers to High Schools			15.31	
COST OF FOOD SOLD				$1082.35
GROSS PROFIT ON SALES				$302.90
Deduct - **Operating Expenses**				
Salary - Mary M. Kenney (1/10 of $1040.)			104.00	
Mary T. Shea			104.00	
TOTAL OPERATING EXPENSES				208.00
NET GAIN FROM OPERATIONS				94.90
Add - Other Income:				
Cash Discounts on Purchases				20.58
NET GAIN				$115.48

FINANCIAL REPORT FOR MAY, 1942

	Appropriation	Expended to May 1, 1942	Expended during May, 1942	Total	Balance
Administration Salaries	$ 65,296.66	$ 22,016.37	$ 5234.04	$ 27,250.41	$ 38,046.25
General Expenses	8,460.00	3,223.42	790.00	4,013.42	4,446.58
Teachers Salaries Day	1,405,000.00	465,453.11	117,865.77	583,318.88	921,681.12
Substitutes	12,000.00	6,448.00	990.00	7,438.00	4,562.00
Pos. Physician	3,000.00	1,000.00	250.00	1.250.00	1,750.00
Athletics	8,100.00	2,588.32	828.33	3,416.65	4,683.35
Evening Schools	11,000.00	6,223.00	....	6,223.00	4,777.00
Americanization	2,500.00	1,376.00	106.50	1,482.50	1,017.50
Teachers Examinations	500.00	....	....	....	500.00
Text Books	16,000.00	2,865.42	286.43	3,151.85	12,848.15
Supplies	33,000.00	8,752.90	1,345.22	10,098.12	22,901.88
Nursery Class Supplies	1,500.00	344.55	169.60	514.15	985.85
Lunch Room Supplies	15,900.00	12,711.02	1,156.03	13,867.05	2,032.95
Tuition	1,500.00	258.82	136.22	395.04	1,104.96
Transportation of Pupils	3,900.00	1,351.00	319.00	1,670.00	2,230.00
Fuel	33,500.00	14,411.03	1,913.93	16,324.96	17,175.04
Heating at Rindge	18,000.00	10,082.80	....	10,082.80	7,917.20
Light and Power at Rindge	3,400.00	1,226.83	,289.71	1,516.54	1,883.46
Light	13,000.00	4,112.44	1,320.78	5,433.22	7,566.78
Power	1,500.00	605.48	137.20	742.68	757.32
Janitors Salaries	125,160.67	40,760.69	9,223.11	49,983.80	75,176.87
Repairs	15,000.00	2,536.93	12.61	2,549.54	12,450.46
Janitors Supplies	2,500.00	1,974.71	....	1,974.71	525.29
Furniture and Furnishings	1,500.00	192.19	208.25	400.44	1,099.56
Other Expenses	7,269.00	745.26	328.56	1,071.82	6,197.18
Athletic Clothing	2,000.00	465.20	302.36	767.56	1,232.44
Minors License Refunds	30.00	6.75	....	6.75	23.25
Kindergarten Xmas Expenses	90.00	....	....	....	90.00
Pensions	8,704.20	2,369.16	820.22	3,189.38	5,514.82
Retirement Fund Contribution	6,182.96		....	....	6,182.96
Travel Outside State	277.75	277.75	....	277.75	....
Special Survey Account	475.00	475.00	....	475.00	....
Special Install New System	495.00	....	....	....	495.00
	$1,826,741.24	$614,852.15	$144,033.88	$758,886.02	$1,067,855.22

Committeeman Wood presented the following report of the committee appointed to study and recommend as to sick leave for teachers:

June 15, 1942.

It was voted to recommend that Charles O'Connor, a teacher in the Rindge Technical School be granted leave of absence without loss of salary from May 7, to June 5, 1942 because of illness.

It was voted to recommend that Eva M. Ruggli, a teacher in the High & Latin School, be granted leave of absence without loss of salary for the months of May and June, because of personal illness.

It was voted to recommend that Joseph Kozlowski, a teacher in the Department of Physical Education, be granted leave of absence without loss of salary from January 5, 1942 to May 18, 1942, because of personal illness.

It was voted to recommend that Wendell F. Fogg, a teacher in the Rindge Technical School, be granted leave of absence from June 20, 1942, to June 28, 1942, for the reason that he has been ordered to active service with the State Guard for the above mentioned period, and further that Mr. Fogg be paid the difference between his salary as a teacher and that of a State Guardsman.

It was voted to recommend that James F. Manning, a teacher in the Rindge Technical School, be granted leave of absence without loss of salary for the period June 1, 2, 3, 4, 5, and 8 because of personal illness.

Respectfully submitted,

RUSSELL A. WOOD

On motion by Vice-Chairman Dr. Cassidy it was voted that this report be referred to executive session.

Committeeman Wood presented the following report of the Committee appointed to approve the Annual Report of the School Committee and the Superintendent of Schools for the year 1941:

Since the statistics printed on Page 32 of the proposed report do not correctly report the facts regarding the payrolls in our evening schools in 1941 and since changes cannot, in the opinion of this committee be made without the vote of the School Committee authorizing them, we recommend the following changes in the report for 1941.

EVENING SCHOOLS

Evening High School
Omit the word secretary at $3.00
Omit the word clerk at $2.00

In their place we in 1941 paid two office workers (teachers) at $4.00, one Attendance officer at $3.00 and one book clerk at $4.00.

Rindge Evening School

Omit the word secretary at $3.00

In its place we paid two office workers at $4.50 each and one Attendance Officer at $3.00.

We recommend that these items be thus reported.

On motion by Committeeman Fitzgerald it was voted that the report as submitted, together with the recommended amendments to said reports be approved.

Committeeman Brooks, chairman of the Committeee on Athletics, again offered his motion that the name of the combined athletic teams be changed to read the Cambridge High & Rindge Team in deference to the Rindge Alumni and in memory of Frederick H. Rindge. Committeeman Wood, a member of the Committee on Athletics, then stated he offered the following as the majority report of the Committee on Athletics:

"School teams in all sports in the High and Latin School and Rindge Technical School shall be suspended as so-called varsity teams for the duration of the war. Interclass or intermural teams shall be substituted for school teams and a system of class teams under proper coaching shall be inaugurated with necessary coaches and faculty managers and supervisors."

After considerable debate a motion by Committeeman Wood to lay on the table both Committeeman Brooks' motion and the majority report of the Committee on Athletics was lost on the following roll-call: Committeeman Wood and Dr. Cassidy voting yes; Committeemen Brooks, Mrs. Conant, Fitzgerald and Mayor Corcoran voting no. On the following roll-call it was voted NOT to adopt the majority report of the Committee on Athletics as presented by Committeeman Wood and set forth above: Committeemen Fitzgerald and Wood voting yes; Committeemen Brooks, Mrs. Conant, Dr. Cassidy and Mayor Corcoran voting no. On the following roll-call it was then voted to adopt Committeeman Brooks' motion "that the name of the combined athletic teams be changed to read 'Cambridge High and Rindge Team' in deference to the Rindge Alumni and in memory of Frederick H. Rindge": Committeemen Brooks, Mrs. Conant, Fitzgerald, and Mayor Corcoran voting yes; Committeemen Wood and Dr. Cassidy voting no.

It was voted to place on file a communication from Committeeman Robart advising that because of assignment to active duty as a Major with the United States Army Air Force. he be relieved from membership on the sub-committee on Buildings and Grounds and as chairman of said sub-committee forth with.

James P. Hoar, who has been granted the concession to operate the high school lunchrooms appeared before the committee and outlined plans for the operation of the lunchrooms next fall and in connection therewith the following communication was presented from the City Solicitor and it was voted that said communication be made part of the records:

CITY OF CAMBRIDGE
LAW DEPARTMENT

June 15, 1942.

The Hon. John H. Corcoran,

Chairman, Cambridge School
Committee,
Cambridge, Mass.
Dear Sir:

Pursuant to the adoption by the School Committee of the recommendations of the Special Committee on Lunchrooms contained in its report dated June 1, 1942, Mr. James P. Hoar has been granted authority to conduct the service of the concession under the conditions therein specified.

Mr. Hoar has informed this office that he has procured the Bond of Indemnification, saving harmless from all liability the City of Cambridge and the Members of the School Committee. He has also assured me that he will prefer Cambridge businessmen in the purchase of his supplies wherever the same is consistent with serving the best interests of the school children.

Respectfully yours,

MOSIER B. GOLDBERG,
Assistant City Solicitor.

On motion by Committeeman Fitzgerald it was voted to suspend the regular order of business for the purpose of hearing a group of citizens relative to the reopening of the Gannet School. It was unanimously agreed that the hearing would last twenty minutes. The following then appeared before the committee and protested the closing of the Gannett School and asked that it be reopened in the fall:

Salvatore Camelio, 32 Harding St., Cambridge, Mass.
Mrs. Walsh, 7 Jefferson Street, Cambridge, Mass.
Christopher Carolina, 133 Spring Street, Cambridge, Mass.

At the conclusion of the hearing Committeeman Wood moved that the Gannnett School be reopened in September. The chair sustained a point of order that this motion should come under New Business.

On motion by Committeeman Fitzgerald it was voted that the Text Books recommended by the Superintendent at the meeting of June 1, 1942, be approved.

It was then voted to lay on the table the following proposed amendment to the rules as submitted by Committeeman Wood:

"That the second sentence of the second paragraph on Page 29 of Section 3, Chapter IX of the Rules of the School Committee be amended to read as follows: For the major subject 40 per cent shall be allowed; for each minor subject 15 per cent shall be allowed; for amount quality and character of experience thirty percent shall be allowed - making a total of 100 per cent".

On motion by Committeeman Fitzgerald it was voted on the following roll-call to adopt the Superintendent's recommendation, as submitted at the meeting of June 1, 1942, that the following teachers be re-elected for one year from September 1, 1942, in accordance with the rules of the School Committee: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Wood and Mayor Corcoran voting yes:

High and Latin:
George J. Lovett, Jr., Agatha C. F. Maguire, Esther M. McDonald, Mary J. O'Keefe,

Rindge Technical:
William J. Coughlan, Paul G. Duggan, William J. Joyce, William J. Reagan, John J. Terry, Jr.

Agassiz:
Joseph M. Flynn.

Gannett:
Anne M. Casey - K.

Haggerty:
Hallette S. Conant.

Houghton:
John F. Burke, Philip H. Cutter Jr., Alice P. Kelley.

Kelley:
Charlotte M. Burke.

Roberts:
Mary P. Boyle, Margaret M. Colbert, Margaret M. Donovan, Alice M. Maguire - K, Pauline R. Mulqueeney,

Thorndike:
Edmond J. Murphy, Frances E. Reagan.

Webster:
Eleanor A. Fallon, Edward F. Hurley.

Wellington:
John F. Temple.

Vocational School for Boys:
Edward A. Conley, Joseph J. Ranieri.

Cooking:
Dorothy J. Chizzoni.

Sewing:
Ellen H. Smith, Gertrude J. Trant.

Longfellow:
Eleanor M. Goulart, John H. Harrington.

Morse:
Mary M. Curran, Julia A. Keohane, Mary A. Sheridan - K.

Putnam:
Margaret G. Dyer, Anna M. Rynne, Thomas J. Sheehan, Jr.

Physically Handicapped Children:
Agnes A. Doran.

Hospital Teacher:
Mary F. Buckley.

On motion by Committeeman Fitzgerald it was voted on the following roll-call to adopt the Superintendent's recommendation, as presented at the meeting of June 1, 1942, that the following teachers, having completed successfully three years' service in the Cambridge Public Schools, be placed on tenure from September 1, 1942 in accordance with the rules of the School Committee: Committeemen Brooks, Dr. Cassidy, Mrs. Conant, Fitzgerald, Wood and Mayor Corcoran voting yes:

High and Latin:
Charles J. Bridey, Mary K. Drinan, Frank J. Frisoli, Genevieve McGlinchey, Marie F. O'Connor.

Rindge Technical:
Samuel J. Cohen, Leon C. Fitz-

gerald, Arthur W. McMurtry, Edmond W. O'Reilly, Robert R. Sweeney.

Agassiz:
Gertrude L. Quinlan - K.

Fletcher:
Rosemary W. Brooks - K, Margaret L. Doolin, Alice B. Madden, William J. Ryan.

Gannett:
Ruth L. Andelman.

Houghton:
Regina B. Key.

Longfellow:
Edith G. Holmes - K, Dorothea E. Masse - K.

Thorndike:
Marie B. Barry.

Webster:
Mary A. Blessington, Mary F. Cahalane, Mary C. Rooney.

Wellington:
Mary R. Rafferty, Margaret R. Shannon.

Willard:
Mary K. Falvey.

Vocational School for Boys:
Joseph F. Gould.

Vocational School for Girls:
Anne T. O'Rourke.

Cooking:
Mary K. Behlen.

Sewing:
Emma M. Hillner.

Tests and Measurements:
Grace McGlinchey.

Music:
Mary M. Ennis.

Report on the request of the teachers at the Boys' Vocational School that a sum of $175 be appropriated to defray their expenses at Fitchburg Teachers' College Summer Course starting June 29, 1942, the Superintendent advised that these teachers are obliged by state law to take this summer course given at Fitchburg Teachers' College and in the past they have been reimbursed. This year there will be eleven teachers obliged to take this course - seven teachers from the Boys' Vocational School and four teachers from the Girls' Vocational School at a total cost of $275. rather than the $175. originally requested. On motion by Committeeman Brooks it was voted that this matter lay on the table.

Committeeman Brooks moved that that part of section 4, Chapter XXII referring to number of days of absence without loss of pay for personal illness be further amended by adding "providing, however, that such periods of sick leave not granted in any year may be accumulated from year to year, but the accumulation shall not exceed fifty days". On motion by Committeeman Wood it was unanimously voted to suspend the rules to take action on Committeeman Brooks proposed amendment to the rules. It was then voted to adopt Committeeman Brooks' amendment to the rules relative to the accumulation of the unused portion of sick leave. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Committeeman Wood moved that the Gannett School be reopened in September. The chair ruled that this is a motion to rescind and under the rules must lay on the table until til the next meeting. Committeeman Wood appealed from the ruling of the chair, on the ground that this motion was a new original motion and was not a motion to rescind. Committeeman Fitzgerald then moved that Committeeman Wood's motion to reopen the Gannett School be laid on the table. The chair withdrew the ruling that the motion to reopen the school was in reality a motion to rescind and stated that the question was on Committeeman Fitzgerald's motion to table Committeeman Wood's motion. On the following roll-call it was voted to adopt Committeeman Fitzgerald's motion that the motion to reopen the Gannett School be laid on the table: Committeemen Brooks, Dr. Cassidy, Fitzgerald, and Mayor Corcoran voting yes; Committeemen Woo dand Mrs. Conant voting no.

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL
Secretary of the School Committee.

SCHOOL COMMITTEE
(OFFICIAL REPORT)

Monday, Sept. 7, 1942

Present: Committeemen Wood, Mrs. Conant, and Vice-Chairman Dr. Cassidy.

Vice-Chairman Dr. Cassidy in the chair.

There being no quorum, the chairman, in accordance with Section 2 of Chapter IV of the rules, instructed the secretary to determine if there were sufficient members within the building to provide a quorum. The secretary reported that there were not sufficient members within the building to provide a quorum.

Committeeman Wood then stated that Section 13 of Chapter IV of the rules provides that the conduct of the meetings and business of the committee shall be in acocrdance with the rules of parliamentary procedure as laid down in Robert's Rules of Order (revised edition) and according to Robert's Rules of Order, Page 259, "The only business that can be transacted in the absence of a quorum is to take measures to obtain a quorum, to fix the time to which to adjourn, and to adjourn, or to take a recess."

Complying with the above provisions Committeeman Wood moved to fix the time to which to adjourn, namely Friday, September 11, 1942, at 8:00 p.m., in the School Committee offices, 1700 Cambridge Street, Cambridge, Mass. It was voted to adopt this motion.

ADJOURNED TO FRIDAY, September 11, 1942.

EDWARD J. O'CONNELL,
Secretary of the School Committee.

SCHOOL COMMITTEE

Friday, Sept. 11,1942.

ADJOURNED MEETING:

In accordance with a vote adopted September 7, 1942, the regular meeting reconvened on September 11, 1942.

Members present: Committeemen Dr. Cassidy, Mrs. Conant, Fitzgerald, Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

The chairman stated that, in his opinion this meeting was illegal because according to the rules of the School Committee when there is no quorum present the presiding officer shall be required to rule no quorum and adjournment shall be taken without the transaction of any business, subject to further call in accordance with the rules of the School Committee. Committeeman Fitzgerald concurred in the chairman's opinion but Committeemen Dr. Cassidy and Wood dissented. After considerable debate it was unanimously agreed to conduct the meeting.

A petition was received from the Cambridge Teachers' Club asking the School Committee to reconsider the vote recently passed pertaining to sick leave, Chapter XXII, Sec. 4. Committeeman Fitzgerald moved that the chair appoint a committee of three to hear representatives of the Teachers' Club and to report their findings and recommendations to the full committee at the next meeting. Unanimous consent was given Committeeman Fitzgerald to withdraw this motion and Committeeman Dr. Cassidy moved that the teacher's club be asked to have three representatives appear at the next regular meeting of the committee for the purpose of discussing the matter. It was unanimously voted to adopt a motion by Committeeman Fitzgerald to suspend the rules for the purpose of changing the time of the next regular meeting. It was voted that the next regular meeting of the committee be held at 7:30 p.m. instead of 8:00 p.m, It was then voted to adopt Committeeman Dr. Cassidy's motion that the Teachers Club be asked to have three representatives appear at the next regular meeting of the committee for the purpose of discussing the matter

A communication was received from Anna C. Hyland, an applicant on the list for permanent Elementary Teacher, advising that she has been inducted in to the Women's Army Auxiliary Corps and requesting the benefits accruing to candidates entering the armed forces. The chair ordered this request be made part of the records and stated that Miss Hyland's status is protected by Sec. 3, Chapter IX, Page 31, paragraph 6 of the rules of the School Committee.

It was unanimously agreed that women teachers and candidates for teaching positions who enter the service of the Women's Army Auxiliary Corps or the Womens' Auxiliary Volunteer Emergency Service shall be considered as coming within the provisions of the rules of the School Committee relative to teachers entering the armed forces.

On motion by Committeeman Dr. Cassidy it was voted to refer to the Committee on Buildings and Grounds a communication from Mrs. Elizabeth Walsh Hughes, whose property abuts the High and Latin School playground, complaining of the use being made of the playground.

On motion by Committeeman Fitzgerald it was voted to refer to the Secretary in accordance with the rules of the School Committee a request from the Country Dance Society of Boston that they again be granted the use of the Agassiz School Hall on Wednesday evenings upon payment of janitor's fees; and also that the Russell School Auditorium be reserved for Friday Evening, January 15, 1942.

On motion by Dr. Cassidy it was voted to make part of the records the following financial reports for the months of June, July and August:

FINANCIAL REORT FOR JUNE. 1942

	Appropriation	Expended to June 1, 1942	Expended during June. 1942	Total	Balance
Administration Salaries	$ 65,296.66	$27.250.41	$9,302.75	$36,553.16	$28,743.50
General Expenses	8,460.00	4,013.42	793.41	4,806.83	3,653.17
Teachers Salaries Day	1,405,000.00	583.318.88	231,433.87	814,752.75	590,247.25
Substitutes	12,000.00	7,438.00	1.109.00	8,547.00	3,453.00
Pos. Physician	3,000.00	1,250.00	500.00	1.750.00	1,250.00
Athletics	8,100.00	3,416.65	1.536.66	4,953.31	3,146.69
Evening Schools	11,000.00	6,223.00	....	6.223.00	4,777.00
Americanization	2,500.00	1,482.50	42.00	1,524.50	975.50
Teachers Examinations	500.00	....	....	....	500.00
Text Books	16,000.00	3,151.85	11.26	3,163.11	12,836.89
Supplies	33,000.00	10.098.12	1,303.86	11,401.98	21,598.02
Nursery Class Supplies	1,500.00	514.15	67.19	581.34	918.66
Lunch Room Supplies	15,900.00	13,867.05	2,028.37	15,895.42	4.58
Tuition	1,500.00	395.04	44.62	439.66	1,060.34
Transportation of Pupils	3,900.00	1.670.00	422.00	2,092.00	1,808.00
Fuel	33,500.00	16,324.96	385.77	16,710.73	16,789.27
Heating at Rindge	18,000.00	10,082.80	3.041.26	13.124.06	4,875.94
Light and Power at Rindge	3,400.00	1,516.54	218.18	1,734.72	1,665.28
Light	13,000.00	5.433.22	703.47	6,136.69	6,863.31
Power	1,500.00	742.68	59.81	802.49	697.51
Janitors Salaries	125,160.67	49,983.80	11,756.31	61,740.11	63,420.56
Repairs	15,000.00	2,549.54	413.90	2.963.44	12,036.56
Janitors Supplies	2,500.00	1,974.71	96.00	2,070.71	429.29
Furniture and Furnishings	1,500.00	400.44	....	400.44	1,099.56
Other Expenses	7,269.00	1,071.82	4,243.06	5,314.88	1,954.12
Athletic Clothing	2,000.00	767.56	68.47	836.03	1,163.97
Minors License Refunds	30.00	6.75	3.75	10.50	19.50
Kindergarten Xmas Expenses	90.00	....	....	....	90.00
Pensions	8,704.20	3.584.91	660.30	4,245.21	4,458.99
Retirement Fund Contribution	6,182.96	....	....	....	6,182.96
Travel Outside State	277.75	277.75	....	277.75	....
Special Survey Account	475.00	475.00	....	475.00	....
Special Install New System	495.00	....	....	....	495.00
	$1,826,741.24	$759,281.55	$270,245.27	$1,029,526.82	$797,214.42

FINANCIAL REPORT FOR JULY 1942

	Appropriation	Expended to July 1, 1942	Expended during July, 1942	Total	Balance
Administration Salaries	$ 65,296.66	$36,553.16	$5,269.04	$41,822.20	$23,474.46
General Expenses	8,460.00	4,806.83	429.33	5,236.16	3,223.84
Teachers Salaries Day	1,405,000.00	814,752.75	116,057.33	930,810.08	474,189.92
Substitutes	12,000.00	8,547.00	603.00	9,150.00	2,850.00
Pos. Physician	3,000.00	1,750.00	250.00	2,000.00	1,000.00
Athletics	8,100.00	4,953.31	58.33	5,011.64	3,088.36
Evening Schools	11,000.00	6,223.00	....	6,223.00	4,777.00
Americanization	2,500.00	1,524.50	....	1,524.50	975.50
Teachers Examinations	500.00	....	....	....	500.00
Text Books	16,000.00	3,163.11	....	3,163.11	12,836.89
Supplies	33,000.00	11,401.98	504.97	11,906.95	21,093.05
Nursery Class Supplies	1,500.00	581.34	241.51	822.85	677.15
Lunch Room Supplies	15,900.00	15,895.42	....	15,895.42	4.58
Tuition	1,500.00	439.66	261.89	701.55	798.45
Transportation of Pupils	3,900.00	2,092.00	208.00	2,300.00	1,600.00
Fuel	33,500.00	16,710.73	563.52	17,274.25	16,225.75
Heating at Rindge	18,000.00	13,124.06	....	13,124.06	4,875.94
Light and Power at Rindge	3,400.00	1,734.72	330.64	2,065.36	1,334.64
Light	13,000.00	6,136.69	1,159.10	7,295.79	5,704.21
Power	1,500.00	802.49	85.00	887.49	612.51
Janitors Salaries	125,160.67	61,740.11	9,686.59	71,426.70	53,733.97
Repairs	15,000.00	2,963.44	815.43	3,778.87	11,221.13
Janitors Supplies	2,500.00	2,070.71	48.55	2,119.26	380.74
Furniture and Furnishings	1,500.00	400.44	40.80	441.24	1,058.76
Other Expenses	7,269.00	5,314.88	585.86	5,900.74	1,368.26
Athletic Clothing	2,000.00	836.03	....	836.03	1,163.97
Minors License Refunds	30.00	10.50	.75	11.25	18.75
Kindergarten Xmas Expenses	90.00	....	....	....	90.00
Pensions	8,704.20	4,245.21	686.79	4,932.00	3,772.20
Retirement Fund Contribution	6,182.96	....	6,182.96	6,182.96	....
Travel Outside State	277.75	277.75	....	277.75	....
Special Survey Account	475.00	475.00	....	475.00	....
Special Install New System	495.00	....	495.00	495.00	....
	$1,826,741.24	$1,029,526.82	$144,564.39	$1,174,091.21	$652,650.03

FINANCIAL REPORT FOR AUGUST. 1942

	Appropriation	Expended to August 1, 1942	Expended during August, 1942	Total	Balance
Administration Salaries	$ 65,296.66	$41,822.20	$2,032.55	$43,854.75	$21,441.91
General Expenses	8,460.00	5,236.16		5,236.16	3,223.84
Teachers Salaries Day	1,405,000.00	930,810.08	962.50	931,772.58	473,227.42
Substitutes	12,000.00	9,150.00		9,150.00	2,850.00
Pos. Physician	3,000.00	2,000.00		2,000.00	1,000.00
Athletics	8,100.00	5,011.64		5,011.64	3,088.36
Evening Schools	11,000.00	6,223.00		6,223.00	4,777.00
Americanization	2,500.00	1,524.50		1,524.50	975.50
Teachers Examinations	500.00				500.00
Text Books	16,000.00	3,163.11		3,163.11	12,836.89
Supplies	33,000.00	11,906.95		11,906.95	21,093.05
Nursery Class Supplies	1,500.00	822.85		822.85	677.15
Lunch Room Supplies	15,900.00	15,895.42		15,895.42	4.58
Tuition	1,500.00	701.55		701.55	798.45
Transportation of Pupils	3,900.00	2,300.00		2,300.00	1,600.00
Fuel	33,500.00	17,274.25		17,274.25	16,225.75
Heating at Rindge	18,000.00	13,124.06		13,124.06	4,875.94
Light and Power at Rindge	3,400.00	2,065.36		2,065.36	1,334.64
Light	13,000.00	7,295.79		7,295.79	5,704.21
Power	1,500.00	887.49		887.49	612.51
Janitors Salaries	125,160.67	71,426.70	8,057.58	79,484.28	45,676.39
Repairs	15,000.00	3,778.87		3,778.87	11,221.13
Janitors Supplies	2,500.00	2,119.26		2,119.26	380.74
Furniture and Furnishings	1,500.00	441.24		441.24	1,058.76
Other Expenses	7,269.00	5,900.74		5,900.74	1,368.26
Athletic Clothing	2,000.00	836.03		836.03	1,163.97
Minors License Refunds	30.00	11.25		11.25	18.75
Kindergarten Xmas Expenses	90.00				90.00
Pensions	8,704.20	4,932.00	582.70	5,514.70	3,189.50
Retirement Fund Contribution	6,182.96	6,182.96		6,182.96	
Travel Outside State	277.75	277.75		277.75	
Special Survey Account	475.00	475.00		475.00	
Special Install New System	495.00	495.00		495.00	
	$1,826,741.24	$1,174,091.21	$12,064.66	$1,185,726.54	$641,014.70

The Superintendent reported that bids had been advertised for rebinding and repairing of textbooks and that the lowest bid received was submitted by the Cambridge Bookbinding Company at a price of thirty-five (35c) per book. The Superintendent recommended that this bid be accepted and the contract awarded to the Cambridge Bookbinding Company. On motion by Committeeman Fitzgerald it was voted on the following roll-call that the award be made to the Cambridge Bookbinding Company at a price of thirty-five (35c) per book: Committeemen Dr. Cassidy, Mrs. Conant, Fitzgerald, Wood and Mayor Corcoran voting yes.

The Superintendent recommended that in addition to the sums previously appropriated to the accounts listed below that the sum set opposite each account be appropriated, said amounts to be provided by transfer from the appropriation for "TEACHERS' SALARIES - Day Schools":

Lunchroom Supplies	$2,477.85
Administration Salaries	840.00

On the following roll-call it was voted on motion by Committeeman Fitzgerald that the Superintendent's recommendation be adopted and the appropriations made: Committeemen Dr. Cassidy, Mrs. Conant, Fitzgerald, Wood and Mayor Corcoran voting yes.

The Superintendent reported the retirement of the following teachers all effective July 1, 1942:

Agalena Aldrich, Willard, Teacher.

Margaret S. Bradbury, High and Latin, Teacher.

Katherine M. Brennan, Haggerty, Teacher. ,

Neva L. Hanson, Webster, Teacher.

Eliza F. McLean, Agassiz, Teacher.

Catherine A. McLean, Kelley, Master's Assistant.

Clara W. Ruggli, Agassiz, Teacher.

Florence W. Smith, High and Latin, Teacher.

On motion by Committeeman Fitzgerald it was voted that a letter be sent to these retiring teachers expressing the School Committee's sincere appreciation for their long and devoted service to the school children of Cambridge.

The Superintendent reported the death, on July 5, 1942, of Edith M. Garman, a teacher at the Morse School and it was voted on motion by Committeeman Fitzgerald that a letter of condolence be sent to the bereaved family.

The Superintendent presented the resignation of Marion E. McNamara, a teacher at the Wellington School, effective August 26, 1942 and Alice M. Maguire Assistant Kindergartener at the Roberts School. effective August 30, 1942. It was voted to accept these resignations.

The Superintendent presented the following report of marriages of teachers:

IN SCHOOL COMMITTEE

Report of Marriages of Elena R. Bacigalupo, Ruth L. Andelman, Julienne E. O'Connell M. Frances Shea, Marie B Barry, Gertrude L. Quinlan and Evelyn M Twohig:

Elena R. Bacigalupo, teacher in the Morse School. was married on June 24, 1942, to Antonio Patti. Mrs. Patti's name will appear on our records as Elena R. Patti.

Ruth L. Andelman, teacher in the Kelley School, was married on June 25, 1942, to Isidore S. Tolpin. Mrs. Tolpin's name will appear on our records as Ruth L. Tolpin

Julienne E. O'Connell, teacher in the Longfellow School, was married on June 25, 1942 to Francis B. O'Keefe Mrs. O'Keefe's name will appear on our records as Julienne E. O'Keefe.

M. Frances Shea, teacher in the Longfellow School. was married on June 29, 1942, to Austin S. Rist. Mrs. Rist's name will appear on our records as M. Frances Rist.

Marie B. Barry, teacher in the Thorndike School was married on July 4, 1942 to James F. McDonough. Mrs. McDonough's name will appear on our records as Marie B. McDonough.

Gertrude L. Quinlan, assistant kindergartner in the Agassiz School, was married on July 22, 1942, to Edward A. Conley. Mrs. Conley's name will appear on our records as Gertrude L. Conley.

Evelyn M. Twohig, teacher in the Haggerty School, was married on August 30, 1942, to John R. I. Cameron. Mrs. Cameron's name will appear on our records as Evelyn M. Cameron.

It was voted to make part of the records the following report of teachers who have entered the military service and who will go on leave of absence in accordance with the rules of the School Committee:

Paul G. Dugan, Rindge Tech. August 1, 1942. z
Thomas J. O'Loughlin, Webster, August 1, 1942.
Walter N. Conlon, High and Latin. August 15, 1942.
John A. Kelley, High and Latin, August 26, 1942.
Gerald M. Barry, High and Latin, September 1 1942.
Dr. Dalton C. O'Brien, School Physician, September 1, 1942.
William J. Cunningham, Russell, September 17, 1942.

A request was received from Anne M. Lehane, teacher at the Russell School, now on leave of absence, that her leave of absence be extended without salary from September 1, 1942, to September 1, 1943, due to illness. On motion by Committeeman Fitzgerald it was voted that Miss Lehan's case be referred to the Superintendent for investigation and report.

The Superintendent presented a request from Harriet J. Hite, a teacher at the High and Latin School, asking that she be granted leave of absence without stipend, from September 1 1942, to January 31, 1943 because of illness. On motion by Committeeman Fitzgerald it was voted that Miss Hite's request be referred to the Superintendent for investigation and report.

The Superintendent presented a communication from Mary Frances Cahalane, a teacher at the Webster School, advising that she is to be married in October and requesting a three months leave of absence, from Sept. 1. 1942, to Dec. 1, 1942 without stipend. A motion by Committeeman Fitzgerald that this request be denied prevailed on the following roll-call: Committeemen Dr. Cassidy, Mrs. Conant, Fitzgerald, and Mayor Corcoran voting yes; Committeeman Wood voting, no

The Superintendent presented a communication from Grace McGlinchey teacher at the High and Latin School, advising that she has been offered a temporary appointment as an instructor in educational measurement and psychology at the Fitchburg State Teachers' College to take the place of an instructor who is serving in the armed forces. Miss McGlinchey requested that she be given a leave of absence without stipend for the duration of the present emergency. A motion by Committeeman Fitzgerald that this request be denied prevailed.

The Superintendent presented a communication from Chas. L. O'Connor, a teacher at the Rindge Technical School, advising that he has been appointed Automotive Advisor Transportation Corps, Army Base, and asking that he be granted leave of absence for the duration of the war. A motion by Committeeman Fitzgerald that this request be denied, prevailed.
Vice-Chairman Dr. Cassidy in the chair.

It was voted to make part of the records the following communication from the State Department of Education:

Commonwealth of Massachusetts
Department of Education

June 19, 1942.

The treasurer
Cambridge, Mass.
Dear Sir:

You may be interested to know that this office has recommended to the General Court of 1941, that there be appropriated the following sum as reimbursement to your municipality for the year ending August 31, 1941, on account of:

Maintenance of:

Cambridge General Vocational School (boys)	$12.777.15
Cambridge Evening Industrial Trade	1,521.28
Cambridge Continuation School	298.69
Cambridge General Household Arts	2.239.59
	$16,836.71

Tuition of Pupils At:

Lynn Independent Industrial Shoemaking	3.60
Boston Trade School for Girls	814.70
Boston Journeyman Classes	35.35
Boston Apprenticeship Classes	32.15
Boston Trade, Evening Classes	33.00
Lynn Evening Industrial Shoemaking	18.75
Norfolk County Agricultural School	20.00
Jamaica Plain Agricultural School	56.60
Newton Distributive Occupations	9.21
Boston Evening Distributive Occupations	2.40
	$1,026.76
	$17,863.47

Respectfully yours,
Robert O. Small, Director

It was voted to make part of the records the following communication from the Roberts School:

ROBERTS SCHOOL

September 10, 1942.

Mr. M E. Fitzgerald,
Superintendent of Schools,
Cambridge, Mass.
My dear Mr. Fitzgerald:

Yesterday I talked with Mr. Charles Ferraro, Accountant, and Mr. A. P. Ianneciello, Renting Agent, of Washington Elms, the new Federal Housing Project.

They showed me a report which had been prepared concerning the School children now living in Washington Elms Apartments. That report is as follows:

Public School Children

Grade	No.
1	37
2	20
3	18
4	11
5	12
6	8
7	7
8	8
Kindergarten	18
Nursery	3
Special	2
Total Public School Children	144

Parochial School Children

Grade	No.
1	16
2	8
3	4
4	7
5	10
6	8
7	2
8	3
Kindergarten	7
Total Parochial School Children	65

Seventh Day Adventist - Seventh Grade - One Child
(end of report)

As of Sept. 5. 1942, the figures on public school children were stepped up one-seventh of the actual number reported because thirty-five families had filed no report about school children in the family and twenty-eight apartments, mostly of five to six rooms are still unoccupied. It was believed however, that these would be filled by October 1, 1942 as many applications have been made for them. A few of the children listed in the report above are now pupils in the Roberts School. The vast majority of the apartments however were rented to defense workers who are new to Cambridge.

A study of Blank M of this school filed in June, 1942, would seem to indicate that we can absorb these children in our present organizational setup. More than one-third of them are first grade and kindergarten pupils in which grades we anticipate new pupils.

Yours respectfully,
John J. Curry, Master

Mayor Corcoran in the chair.

The following report of the Committee on Athletics was presented.

Present: Committeemen Dr. Cassidy and Mr. Wood.

A majority of the Committee on Athletics have met and have come to the following conclusions.

The Committee on Athletics feels that it is inadvisable at this time to attempt to organize football for the High and Latin and Rindge Technical Schools.

While the inclination of the committee has been to provide football, the obstacles due to war conditions appear to be insurmountable. An effort to bring about a proper organization seems to the committee to be impossible.

As is known, the committee has already attempted to begin the season in the usual manner but the fears which were in the minds of the committee members earlier in the year almost immediately were realized. All three nominees for the directional positions in football proved to be unavailable. There is no schedule which can be called in any way authentic. There would be many disappointments in the matter of filling engagements.

Conditions beyond our control make it extremely difficult to fulfill any schedule. This is largely due to travel conditions.

The committte is especially solicitous of the health and welfare of the boys and wishes to take no steps which would jeopardize the well-being of these boys. War conditions still further have deprived us of a school physician and also of the availability of many of the boys who have gone into industry and into the services.

Consequently the committee believes that so far as football is concerned nothing further should be done.

The Committee on Athletics believes a plan should be envolved for the general athletic development of all students in our high schools. Your committee is now working upon such a plan.

Respectfully submitted,

DR JAMES J. CASSEDY
RUSSELL A. WOOD

Committeeman Fitzgerald in the chair

Mayor Corcoran moved that Henry Lynch, being Senior Faculty Manager, be appointed Faculty Manager and Garrett Foley be appointed as Assistant Faculty Manager for the High & Rindge Athletic teams; that Wilfred J. Metivier be appointed Head Football Coach and Adam Elcewicz be appointed Assistant Football Coach for the High and Rindge team. Committeeman Wood then offered a substitute motion that the report of the Committee on Athletics be approved and the recommendations adopted. On the following roll-call it was voted not to adopt Committeeman Wood's substitute motion that the report of the Committee on Athletics be approved and the recommendations adopted. Committeemen Dr. Cassidy, and Wood voting yes; Committeeman Fitzgerald and Mayor Corcoran voting no; Committeewoman Mrs. Conant not voting. Mayor Corcoran's motion to appoint faculty managers and coaches for the football team failed of adoption on the following roll-call: Committmen Fitzgerald and Mayor Corcoran voting yes; Committeemen Dr. Cassidy, and Wood voting no. Committeewoman Mrs. Conant not voting.

Mayor Corcoran in the chair.

The following report of a meeting of the Committee on Buildings and Grounds held on July 27. 1942, was presented:

Committee on Buildings & Grounds

July 27, 1942.

Present: Mayor Corcoran - Chairman

Committeemen Fitzgerald and Mrs. Conant.

Bids were presented for painting the interior and exterior of the Thorndike School and it was voted to recommend that the contract be awarded to the lowest responsible bidder, John T. Bergin, 1529 Cambridge Street, Cambridge, at a price of $4,356.00.

The Chief Custodian advised your committee that there is a great deal of iron attached to the desks and chairs stored in the Taylor school which could be turned over to the city to be sold as there is a great demand for scrap iron at this time. There is also scrap iron in other schools which he would recommend to be turned over to the city and sold for scrap. The Chief Custodian further requested permission to remove from the Taylor school material that may be of use to the School Department. It was voted that the Chief Custodian's recommendations be adopted and the permission requested be granted.

The Chief Custodian requested permission to obtain figures to clean the windows on the outside of the Rindge Technical School, as the windows in this school have been cleaned on the outside only once since the school was built. It was voted that permission as requested be granted.

It was voted to submit as part of this report the following communication from the Chief Custodian relative to a fire at the High and Latin School:

July 7, 1942.

To the Committee on Buildings and Grounds.

Cambridge School Committee.

On July 6, 1942. about 11:50 a.m. I was coming down Broadway near Trowbridge Street when I saw the fire apparatus stopping outside the High and Latin School. I immediately followed them into the School and found a fire going in the incinerator room.

After the fire was extinguished I stayed there for some time and had the janitors open the windows to be sure that all the smoke was out of the buildings and everything all right.

I then questioned Mr. Courtney who is the custodian, as to his opinion as to how the fire started. He told me the only thing he could see was that a back draft blew some flame out of the incinerator on to the floor causing other paper to catch fire, I had the place all cleaned up and as far as I can ascertain the only damage might be a short circuit of some of the telephone system.

Very truly yours,

Wm. J. Fitzgerald, Chief Custodian

It was voted to recommend that the Chairman of the Committee on Buildings and Grounds be authorized to approve any order up to $50.00 or, in the absence of the chairman, any other member of the Committee on Buildings and Grounds may approve such orders.

It was voted to recommend that the repairs to the Science Laboratory in the High and Latin school be approved.

It was voted that all matrons assigned to the Rindge Technical School and the High and Latin Schoool be instructed to report for duty at least two weeks before the opening of the schools.

It was voted to adjourn.

John H. Corcoran,
Chairman

On motion by Committeeman Fitzgerald it was voted on the following roll-call that the report be accepted and the recommendations adopted: Committeemen Dr. Cassidy, Mrs. Conant, Fitzgerald, Wood and Mayor Corcoran voting yes.

On motion by Committeeman Fitzgerald it was then voted that the awarding of the contract for painting the Thorndike School, as recommended by the Committee on Buildings and Grounds and approved by the School Committee, be invalidated for the reason that time was made of the essence of the contract and the School Committee, having failed to comply with the provisions of the contract as written, the deposits be refunded to bidders.

The following report of a meeting of the Committee on Buildings and Grounds held on September 3, 1942, was presented:

Committee on Buildings and Grounds

September 3, 1942.

Present: Mayor Corcoran, chairman Committeemen Fitzgerald and Mrs. Conant.

It was voted to recommend approval of the request of the Board of Election Commissioners that they be allowed to use the Kindergarten room in the Kelley School as a polling place.

It was voted to refer to the Chief Custodian for study and report the request received from Wm. L. Fitzpatrick, janitor assigned to the National Defense Classes, for a transfer to a position of janitor in one of the schools.

The Chief Custodian advised that there are at least 250 lights of glass broken in the various schools and because of the great shortage of material and labor requested permission to have this glass set as soon as possible by whomever he might be able to employ. It was voted to grant permission as requested.

The Chief Custodian reported that there are several schools in our system where tubes, grates, checks and arihes are needed for the upkeep and safety of the boilers and that he had communicated with the Kendall Boiler Company and ordered them to get castings and material and to proceed with the work as soon as possible. It was then voted to recommend approval of the action taken by the Chief Custodian.

Your committee wishes to report that the Chief Custodian on August 5, sent out notices to the roofing firms of Blevins, Wild, Mullane and Bellanger, requesting estimates for repairing the roofs of several school buildings. Wild and Bellanger have not submitted prices. Mullane stated that he did not have the material or the men to do the work. Blevins advised he could not give figures because the roofs were pitched slate roofs and it would take two men at least a day to look them over, but that he would be willing to take any of the jobs on a regular daily basis. The Chief Custodian instructed Mr. Blevins to proceed on this basis with the Morse and High and Latin Schools. because they were leaking so badly that plaster was falling from the ceilings, thus creating a dangerous situation. The Chief Custodian recommended that, in the future, in order to expedite the repair of the rest of these roofs, that this work be given out on a day basis. The Committee on Buildings and Grounds recommends approval of the action taken by the Chief Custodian with reference to the Morse and High and Latin Schools and his recommendation on repairing the rest of the roofs.

It was voted to recommend that the Chief Custodian be granted authority to assign temporarily the lunchroom matrons in the High and Latin school and Rindge Technical School and to study and recommend permanent assignments for these matrons.

The Chief Custodian reported that he had temporarily transferred Patrick Connors, janitor, from the Webster School to the Thorndike School to fill the vacancy caused by the death of Wm. Sheridan. janitor at Thorndike School, and asked that permission be granted to have Mr. Connors remain at the Thorndike School in order that he might study the possibility of making either the Webster or the Thorndike Schools a one-man building. It was voted to recommend approval.

At the request of a member of the Committee on Building and Grounds the Custodian advised that he had received an estimate of $200. to transfer three unused gas stoves from the High and Latin School to the Lowell School and also to install a hot water tank and Rudd heater at the Lowell School. It was voted to recommend that these stoves be transferred to the Lowell School and a Rudd heater and hot water tank be installed in the Lowell School.

Relative to the matter of partioning off the Vocational School print shop from the Rindge sloyd room at the Rindge Technical School, it was voted to recommend that the Chief Custodian be granted permission to have erected a partition finished with plywood both sides at a cost not to exceed $170.

Acting on the request that he do something about painting the shower baths and dressing rooms at the Thorndike School. the Chief Custodian advised that he had obtained a figure from Mr. Bergin of $255. for this work, and that he had instructed Mr. Bergin to proceed with this work. It was voted to approve the Chief Custodian's action.

The Chief Custodian advised that on August 5 estimates were requested for cleaning the outside of the windows at the Rindge Tech School and two bids were received, one from the American Cleaning Company of Cambridge for $175.00 and one from the Peerless Window Cleaning Co. of Boston for $183.75. The bid of the American Cleaning Co., being the lowest bid. was accepted but upon reporting for work on September 1 and observing the construction of the building they asked to have their bid withdrawn as they felt they could not do the work. In order to expedite this work the Chief Custodian conferred with the Peerless Window Cleaning Company and they agreed to start the work on Tuesday morning, September 8, at the figure quoted of $183.75. It was voted to approve the action taken by the Chief Custodian in instrucing the Peerless Window Cleaning Company to proceed with this work.

Your committee recommends that the School Committee consider the advisability of having the Superintendent of Schools confer with the masters and principals of the various schools to see if they can curtail the use of some of the rooms in their buildings and report his findings at the next meeting.

It was voted to grant approval for Purchase Order No. 1, to R. S. Brine Transportation Co., 194 West First St. So. Boston, Mass,, for moving machinery and equipment from St. Mary's Gym to the Rindge Technical School at a cost of $225.

It was voted to grant approval for Purchase Order No. 3, to H. Schlesinger. 26 Upland Road, Cambridge, for extermination services at the Wellington, Thorndike, Rindge and High and Latin Schools at a cost of $61.66.

It was voted to grant approval for Purchase Order No. 275 to Henry A. Pitts, 60 Fairfield Street, Cambridge, for calsomining the ceilings, painting the new pipes, and painting the walls where repaired or soiled; also painting or calsomining the two sections of plywood panels in the two laboratory rooms at the High and Latin School,, at a total cost of $75.00.

It was voted to recommend that the Taylor School be turned back to the City of Cambridge.

It was voted to adjourn.

ADJOURNED:

JOHN H. CORCORAN. Chairman.

On the following roll-call it was voted to adopt a motion by Committeeman Fitzgerald that the report of the Committee on Building and Grounds be approved and the recommendations adopted: Committeemen Dr. Cassidy, Mrs. Conant, Fitzgerald, Wood and Mayor Corcoran voting yes.

The chairman announced that Mr. John Ferrick desired permission to address the committee for the purpose of securing permission to publicize in the high schools the fact that a meeting, to be known as "Naval Aviation Night", will be held in Elks Building, on Friday, September 18, 1942. The purpose of this meeting is to recruit boys between the ages of seventeen and twenty-seven to serve as aviators in the Naval Air Force. The meeting is to be addressed by naval officers and a naval recruiting officer will be present. It was voted that the Superintendent be granted full power to act in this matter if he deems it most advisable.

It was voted to take from the table the Superintendent's recommendation that a course in the art and manufacture of Plastics be made part of the curriculum at the Rindge Technical School. In connection therewith the Superintendent presented the following detailed report and it was voted that this report and recommendation lay on the table:

PLASTICS

I recommend that a course in Plastics be introduced into the curriculum of the Rindge Technical School, at the earliest possible date. An outline of the proposed course is given below.

Proposed Course in Plastics

In order to provide an adequate course in Plastics for technical school classes provisions must be made to teach the origin, process of manufacture and characteristics of at least eight of the products which have become commercially important. Of the very large number which have been developed, the following, because of their wide use, and their possibilities of further development should certianly be selected:

1. Phenolic plastics Bakelite
2. Laminated Plastics Plywood and resin cements.
3. Urea resins
4. Cellulose plactics, Moving Pictures, films, etc
5. Acrylic resins, Lucite, etc.
6. Polyvinyl resins
7. Natural resins and gums
8. Synthetic rubber, Butadiene

The method of presentation to be followed is first, to provide sufficient material for study of each of the best known commercial products in each of these fields. They should be studied minutely, to discover the reasons for there success in establishing themselves, their strength, hardness, electrical properties, optical properties, resistance to heat and acids and adaptation to practical uses. This is largely a matter of lectures and laboratory investigation.

Following this should come a study of the processes of fabrication, and experience in working with plastics. These include:

1. Plastics which may be melted and poured.
2. Moulding of material which must be subjected to heat and pressure.
3. Extrusion methods.

This part of the course is largely shop-work and involves machines of a rather wide variety. The material can probably be obtained from well-known and established manufcturers. The machines may be difficult to obtain under war condiions.

The next step would invovle machining of various kinds of plastics. Many of them are worked with carpenters' tools, lathes, grinders, and buffers. Here color possibilities present some interesting problems. The forming of plactics which will flow under heat also should be taught. This again results in manual skills.

The designing and making of molds, for producing various objects, is a subject which should be taught to advanced students. This is a somewhat difficult drafting problem, and involves the whole science of molding. For this purpose drawing instruments and tables should be provided.

There should be released for housing this department a room large enough to contain benches and machines, with sufficient space for storage.

The course outlined would require two years, preferably in the junior and senior classes, of about 10 periods a week.

To carry out the proposed course the following material and equipment is essential:

INDIVIDUAL EQUIPMENT

Bench, with vise.

Set of small tools, including chisels, hammers, files, etc.

Wood-turning lathe - one for two students.

GLASS EQUIPMENT

Grinders and buffers
Machinists lathes
Presses, melting kettles, etc.
Cabinets.
Drawing tables
Drawing instruments.

MATERIALS

Small quantities of several kinds of standard plastic material. Rods, sheets, etc for machining. Rubber and steel for molds

It was voted to take from the table and give leave to withdraw to the Superintendent's recommendation that examinations for permanent and substitute teaching positions be held on Saturday, June 27, 1942

On motion by Committeeman Wood it was voted to take from the table and adopt the report and recommendation of the Curriculum Committee as submitted at the meeting of June 15, 1942.

It was voted to take from the table and give leave to withdraw to the report of the Superintendent relative to paying the expenses of teachers of the Boys' Vocational School and Girls' Vocational School who are obliged to attend Fitchburg Teachers' College Summer Course

It was voted to take from the table the motion "that the Gannett School be reopened in September" as presented at the meeting of June 15, 1942. Committeeman Wood then moved adoption of this motion. A motion for the previous question having prevailed the chair ordered the main question It was then voted to adopt the motion "that the Gannett School be reopened in September". A motion by Committeeman Wood to reconsider this vote, hoping same would not prevail, failed of adoption.

It was voted to give leave to withdraw to the motion that the Committee on Buildings and Grounds report on the shower baths at the Longfellow and Thorndike Schools

The Asst. Superintendent presented a request from the War Department Watertown Arsenal, that the machine Shop facilities of the Rindge Technical school be made available to the Arsenal for the training of men and women employees as machine operators. The Assistant Superintendent recommended that these classes be held in two shifts, 3:00 p.m. to 11:00 p.m., and 11:00 p.m. to 7:00 a.m. It was voted on motion by Committeeman Fitzgerald that the request be approved, subject to conditions as set forth by the Assistant Superintendent.

Committeeman Fitzgerald presented the following proposed amendment to the rules, which lays on the "Calendar" in accordance with the rules: "That the marriage of a female teacher shall terminate her services unless she marries a man in the armed services in which case her services shall terminate six months after the duration of the present war emergency."

Committeeman Dr. Cassidy presented the following proposed amendment to the rules: "That Section 6 of Chapter IV of the rules be amended by striking out the last two lines of said section so as to read 'A majority of the members present shall suffide to pass any vote, order or resolution for the duration of the war".

It was voted to lay on the table a motion by Committeeman Dr. Cassidy that a course in Cooking be established in the Ellis School.

Committeewoman Mrs. Conant presented the following proposed amendment to the rules, which lays on the "Calendar" in accordance with the rules: "That all sub-committees be abolished for the duration of the war".

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL,
Secretary of the School Committee.

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday Sept. 21, 1942.

REGULAR MEETING:

Members present: Committeemen Dr. Cassidy, Mrs Conant, Fitzgerald, Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

The chair announced that the first order of business, (according to a vote of the committee passed at the last meeting), was the hearing of the petition presented by the Cambridge Teachers' Club relative to sick leave for teachers. The Teachers' Club was represented by a committee consisting of Joseph C. Sullivan, a teacher at the High and Latin School, Catherine A Howard, a teacher at the Wellington School, and Ann B Curry, a teacher at the Peabody School. This Committee outlined a four-point program. first of which was the re-establishing of the ten day sick leave; secondly, that this sick leave be accumalative, said accumulation to start five years prior to the adoption of this program but not to exceed (50) days; thirdly. the retention of the reduction of 1/400 of the yearly salary for days absence beyond the total number of days sick-leave accumulated; and, fourth, investigation by a designated representative of the school commitee in the case of habitual or suspicious absences. At the conclusion of the discussion the chair ruled the hearing closed and stated that the petition would be taken under advisement.

A petition was then presented from students of the High and Latin School and the Rindge Technical School asking the committee to re-establish football as a varsity sport. A hearing was granted these students who were represented by John Finneran, a senior at the High and Latin School.

Committeeman Fitzgerald in the chair.

At the conclusion of the hearing His Honor, Mayor Corcoran, moved that Henry Lynch be appointed faculty manager, Garrett Foley be appointed assistant faculty manager, Wilfred Metivier be appointed head coach of football, and Adam Elcewicz be appointed assistant coach of football, and Dr. Robert Driscoll be appointed athletic physician. A motion for the previous question having prevailed the chair ordered the main question and on the following roll-call it was voted to adopt Mayor Corcoran's motion: Committeemen Fitzgerald, Mrs Conant, and Mayor Corcoran voting yes; Committeeman Wood voting no; Committeeman Dr. Cassidy declined to vote with the statement that he was willing to vote for football but not for coaches A motion by Mayor Corcoran to reconsider this vote, hoping same would not prevail, failed of adoption.

Mayor Corcoran moved that Henry Lynch, Faculty Manager. be paid a salary of $500., Garrett Foley, Assistant Faculty Manager, be paid a salary of $350., Wilfred Metivier, Head Coach of Football be paid a salary of $500. and Adam Elcewicz, Asst. Coach of Football be paid a salary of $350. On a viva voce vote the chair ruled that the motion had carried. Committeeman Wood asked that the roll be called and the chair stated that the money had already been appropriated in the budget by the required votes and no roll-call was necessary as this was simply the allocation of money already appropriated. Mayor Corcoran then moved reconsideration of the motion setting the salaries for faculty managers and coaches, hoping same would not prevail. On the following roll-call the motion for reconsideration did prevail. Committeeman Dr. Cassidy, Mrs. Conant, and Mr. Wood voting yes; Committeeman Fitgerald and Mayor Corcoran voting no. The chair then ruled that the motion setting the salaries for the faculty managers and coaches was before the committee. On the following roll-call it was again voted to adopt Mayor Corcoran's motion that Henry Lynch. Faculty Manager, be paid a salary of $500. Garrett Foley, Assistant Faculty Manager, be paid a salary of $350; Wilfred Metivier. Head Coach of Football, be paid a salary of $500; Adam Elcewicz, Assistant Coach of Football, be paid a salary of $350: Committeemen Fitzgerald, Mrs. Conant, and Mayor Corcoran voting yes; Committeeman Dr. Cassidy and Wood voting no. Committeeman Wood raised a point of order that this motion requires four votes for passage and the chair ruled that the appropriation was made and approved by the committee at the time the budget was adopted and had the necessary votes and this is merely an allocation of the funds and the rules clearly state that it takes only a majority vote to pass any order or resolution which does not attempt to appropriate money. Committeeman Wood appealed from the ruling of the chair and on the following roll-call the chair was sustained: Committeemen Mrs. Conant, Fitzgerald and Mayor Corcoran voted to sustain the ruling of the chair; Committeemen Dr. Cassidy and Wood voted not to sustain the chair

Mayor Corcoran in the chair.

The Committee resumed regular business.

On motion by Committeeman Dr. Cassidy it was voted that the minutes of the meeting of September 7 and the adjourned meeting of September 11, 1942, be laid on the table.

On motion by Committeeman Dr. Cassidy it was voted to grant the request of the Board of Election Commissioners that they be permitted to use the following schools on the date set opposite each school for the purpose of registration of new voters.

October 1 -2 Webster, Houghton and Longfellow.

October 5 - 6 Russell, Kelley

October 9 - 13 Lincoln.

No action was taken on a Communication from the Cambridge Taxpayers Association requesting the School Committee to take a roll-call vote on the motion to reopen the Gannett School.

A communication was presented from N. Russell Lynn, of Aleppo Temple advising that the Hamid-Morton Circus will appear at the Boston Garden during the week of September 28 under the sponsorship of the Aleppo Temple for the benefit of underprivileged children and offering to admit free on Thursday, October 1 the members of the school junior traffic squad. It was voted on motion by Committeeman Wood that permission be granted to the members of the Junior Traffic Squad to attend this performance.

It was voted on motion by Committeeman Fitzgerald to make part of the records a notification from Thomas F. Healey, a janitor at the Sleeper School, that his services will be temporarily terminated on September 29, 1942 for the duration of the war as he is to be inducted in to the United States Army on October 1, 1942.

A communication was received from John Mooney, custodian of the Peabody School, advising that he will retire on September 30, 1942. It was voted on motion by Committeeman Fitzgerald that Mr. Mooney's notice of retirement be spread upon the records and that the Secretary convey to Mr. Mooney the School Committee's sincere appreciation for his long and faithful service to the Cambridge School Department.

On motion by Committeeman Wood it was voted that Civil Service be requested to furnish the committee a list of persons eligible for two permanent positions of janitor in the School Department at a salary of $30.00 per week.

On motion by Committeeman Fitzgerald it was voted to make part of the records the following report, as submitted by the Superintendent, of the enrollment for the present school year:

TOTAL ENROLLMENT

	Sept. 12, 1941	Sept. 18. 1942	Loss	Gain
High and Latin	3038	2768	270	
Rindge Technical	1662	1532	130	
Abraham Lincoln	249	261		12
Agassiz	347	325	22	
Ellis	318	300	18	
Fletcher	387	366	21	
Gannett	109	97	12	
Haggerty	274	250	24	
Houghton	637	648		11
Kelley	382	356	26	
Longfellow	946	970		24
Morse	505	467	38	
Peabody	455	460		5
Putnam	340	317	23	
Roberts	853	849	4	
Russell	637	631	6	
Sleeper	173	155	18	
Thorndike	489	435	54	
Webster	645	582	63	
Wellington	585	542	43	
Williard	321	329		8
Wyman Open Air	54	46	8	
Boys' Vocational	76	91		15
Girls' Vocational	52	57		5
Physically Handicapped	....	33		33
	13,534	12,867	780	113

1941 13,534

1942 12,867

LOSS 667

On motion by Committeeman Fitzgerald it was voted to make part of the records the following report of marriages of teachers who will retain their positions in accordance with the rules of the School Committee:

REPORT OF MARRIAGES OF

MADELIENE R. SULLIVAN
MARGARET G. DYER
ELLEN L. LEONARD
JULIA A. KEOHANE

Madeliene R. Sullivan, teacher in the Roberts School, was married on June 28, 1942 to Gordon F. Allen. Mrs. Allen's name will appear on our records as Madeliene R. Allen.

Margaret G. Dyer. teacher in the Putnam School, was married on July 16, 1942 to Joseph P. McCarthy. Mrs. McCarthy's name will appear on our records as Margaret G. McCarthy.

Ellen L. Leonard, teacher in the Agassiz School, was married on August 29, 1942 to Leonard S. O'Clair. Mrs. O'Clair's name will appear on our records as Ellen L. O'Clair.

Julia A. Keohane, teacher in the Morse School, was married on September 9, 1942 to George H. Pierce. Mrs. Pierce's name will appear on our records as Julia L. Pierce.

On motion by Committeeman Fitzgerald it was voted to make part of the records the report of entrance into the armed forces of the following teachers, who are, in accordance with the rules of the committee, granted indefinite leave of absence:

Thomas J. McLaughlin, teacher, Rindge Technical School, effective on September 25, 1942.

David E Hockman, teacher, High and Latin School, effective October 1, 1942.

The Superintendent recommended that Elena R. Patti be granted leave of absence (maternity) without stipend from July 1, 1942 to Jan. 1, 1944, and that Madeliene R. Allen be granted leave of absence (maternity) without stipend from August 1, 1942 to January 31, 1944. On motion by Committeeman Fitzgerald it was voted that this matter be referred to executive session.

The Superintendent recommended that the following teachers be excused from reporting to their schools on Monday, September 14, the opening day of the 1942-1943 school year, because of illness:

Jane E. McKearin, High and Latin.
Ellen H, Smith, Elementary - Sewing.

On motion by Committeeman Fitzgerald it was voted that the Superintendent's recommendation be approved.

The Superintendent recommended that the following text-books be approved for use in the Cambridge Public Schools, this recommendation to lay on the "Calendar" in accordance with the rules:

PUBLISHED BY LAIDLAW BROS:
Practice Exercises in Reading for Grade 3, Types ABCD
Practice Exercises in Reading for Grade 4, Types ABCD

PUBLISHED BY HOUGHTON & MIFFLIN CO.
Aviation Mechanics by Wadden & Willett
Twelve Bright Trumpets by Leighton
Learning the English Language, Book One, Teachers' Edition
Expressing Ideas Clearly by McKee

PUBLISHED BY GINN & CO.
Other Lands and Other Times, Grade 6, by Kelty
Life in Early America, Grade 5-7, by Kelty
Life in Modern America, Grade . 5-8, by Kelty
Good English Habits, Grade 3 by Johnson Dearborne & Hooper
English for You and Me, Grade 4, Johnson Dearborne & Hooper
English in Work and Play, Grade 5, Johnson Dearborne & Hooper
Putting English to Work, Grade 6, Johnson Dearborne & Hooper
English at Your Service, Grade 7, Johnson Dearborne & Hooper
Greater Skill in English, Grade 8, Johnson Dearborne & Hooper

The Superintendent presented a communioation from Arthur G. MacKenzie, General Chairman of the Cambridge Salvation Army Campaign, advising that the Salvation Army is now organizing for their annual campaign for funds and requesting permission to solicit contributions in the schools. The Superintendent recommended that permission be granted and on motion by Committeeman Fitzgerald it was voted to approve the Superintendent's recommendation.

The Superintendent presented the following communication from Timothy F. Downey, headmaster of the High and Latin School:

HIGH AND LATIN SCHOOL

September 21, 1942

Mr. M. E. Fitzgerald,
Superintendent of Schools,
Dear Mr. Fitzgerald:

Classes in Physical Education in the High and Latin School are open only to Freshmen and Sophomores. In view of impending legislation relative to the lowering of the draft age, I recommend that the time now given to Freshmen and Sophomore boys be devoted to Juniors and Seniors. As time and opportunity may permit the Freshmen and Sophomore classes could be given instruction in Hygiene and First Aid.

Sincerely yours,
T. F. Downey, Headmaster

The Superintendent recommended that the plan outlined in Mr. Downey's letter be approved. Committeeman Fitzgerald moved that the Superintendent's recommendation be adopted.

Vice-Chairman Dr Cassidy in the chair.

Mayor Corcoran offered a substitute motion that during regular school hours, the freshmen, sophomore, junior and senior classes in both high schools devote fifteen minutes of each school day to physical exercise. A motion for the previous question having prevailed the chair ordered the main question and on the following roll call it was voted to adopt Mayor Corcoran's motion that "during regular school hours the freshmen, sophomore, junior and senior classes in both high schools devote fifteen minutes of each school day to physical exercise"; Committeemen Wood, Mayor Corcoran, and Vice-Chairman Dr. Cassidy voting yes; Committeemen Mrs. Conant, and Fitzgerald voting no. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Mayor Corcoran in the chair.

It was voted to adopt a motion by Committeeman Dr. Cassidy that the committee recess for five minutes.

The committee reconvened into regular session.

Vice-Chairman Dr. Cassidy in the chair.

On motion by Mayor Corcoran it was voted to take from the "Calendar" and lay on the table the communication and recommendations relative to sick leave and vacations granted to civl service employees, as presented by Patrick J. Moynihan, CPA. at the meeting of June 15 1942.

Committeeman Fitzgerald moved to lay on the table the proposed amendment to the rules, as submitted by him at the meeting of September 11, 1942, "that the marriage of a female teacher shall terminate her services, unless she marries a man in the armed services, in which case her services shall terminate six months after the duration of the present war emergency". After considerable debate Committeeman Fitzgerald withdrew by unanimous consent, the motion to table. It was then voted on the following roll-call to adopt a motion by Committeeman Fitzgerald that Section 11 of Chapter IX of the rules be amended as follows: "The marriage of a female teacher shall terminate her services, unless she marries a man in the armed services, in which case her services shall terminate six months after the present war emergency": Committeemen Dr. Cassidy, Fitzgerald, Wood and Mayor Corcoran voting yes; Committeewoman Mrs. Conant voting no.

On motion by Committeeman Fitzgerald it was voted to take from the "Calendar" and lay on the table the proposed amendment to the rules as submitted by Committeeman Dr. Cassidy at the meeting of September 11, 1942, that Section 6 of Chapter IV of the rules be amended by striking out the last two lines of said section so as to read - "A majority of the members present shall suffice to pass any vote, order or resolution for the duration of the war". It was further voted that the City Solicitor be requested to submit an opinion as to whether or not it would be legal for the School Committee to adopt this proposed amendment.

The chair ruled that the question before the committee was the proposed amendment to the rules as presented by Committeewoman Mrs. Conant at the meeting of September 11, 1942, as follows. "All sub-committees be abolished for the duration of the war". Committeewoman Mrs. Conant advised that this was not the way she intended to have the amendment read and permission was granted to change the wording of the amendment so as to read - "Standing sub-committees, namely sub-committee on Athletics and sub-committee on Buildings and Grounds be abolished for the duration of the war". On the following roll-call it was voted NOT to adopt this proposed amendment: Committeewoman Mrs. Conant and Mayor Corcoran voting yes; Committeemen Dr. Cassidy, Fitzgerald, and Wood voting no.

On motion by Committeeman Wood it was voted to take from the table the Superintendent's recommendation that a course in the art and manufacture of Plastics be established in the Rindge Technical School, as outlined in detail in a report submitted by the Superintendent at the meeting of September 11, 1942. On the following roll-call it was voted, on motion by Committeeman Wood that the Superintendent's recommendation be adopted and the course established: Committeemen Dr. Cassidy. Fitzgerald and

Wood voting yes; Committeewoman Mrs Conant, and Mayor Corcoran voting no. A motion to reconsider this vote, hoping same would not prevail failed of adoption.

On motion by Committeeman Dr. Cassidy it was voted to take from the table and adopt a motion that a course in cooking be established in the the Ellis School.

Conforming to the motion that the report on the requests for leave of absence without stipend received from Anne M. Lehane, teacher at the Russell School, and Harriet J. Hite, teacher at the High and Latin School, the Superintendent advised the committee that he had received a communication to the effect that Miss Hite has been suffering from intercostal neuralgia of a severe degree during the past six months. In the case of Miss Lehane the Superintendent advised that Miss Lehane has been trying to return to her home from Balboa, Canal Zone, but that she is unable to book passage because of government restrictions.

Mayor Corcoran moved that Harriet J. Hite, teacher at the High and Latin School be granted a leave of absence without stipend from September 1, 1942, to February 1, 1943, because of illness. After considerable discussion a motion for the previous question prevailed on the following roll-call: Committeemen Dr. Cassidy, Mrs. Conant, Wood and Mayor Corcoran voting yes; Committeemen Fitzgerald voting no. It was then voted to adopt the motion that Miss Hite be granted leave of absence without stipend from September 1, 1942 to February 1. 1943 because of illness.

On motion by Mayor Corcoran it was voted that Miss Lehane's request for a leave of absence be laid on the table and that the Superintendent communicate with her and request that she submit documentary proof that she is unable to get back home.

Mayor Corcoran in the chair.

On the following roll-call it was voted on motion by Committeeman Wood that the matter of the teacher's petition relative to sick-leave be laid on the table subject to the call of the chair: Committeemen Fitzgerald. Mrs. Conant. Wood and Mayor Corcoran voting yes; Committeeman Dr. Cassidy voting no.

It was voted to lay on the table a motionb y Mayor Corcoran that the Gannett School be closed.

On motion by Committeeman Fitzgerald it was voted to lay on the table the Superintendent's recommendation that Mrs. Elena R. Patti, teacher at the Morse School, be granted maternity leave of absence from July 1, 1942, to January 1, 1944 and that Mrs. Madeliene R. Allen, teacher at the Roberts School, be granted maternity leave of absence from August 1, 1942 to January 31, 1944.

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL
Secretary of the School Committee.

SCHOOL COMMITTEE

(OFFICIAL REPORT)

October 5, 194~~3~~2.

REGULAR MEETING:

Members present: Committeemen Dr. Cassidy, Mrs. Conant, Fitzgerald, Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

It was voted on motion by Committeeman Fitzgerald that the minutes of the meeting of September 21, 1942 be approved as printed.

A communication was received from the City Manager requesting that pupils of the senior class be informed that a prenursing course is to be opened to the senior class girls of the High and Latin School, particularly to those who are interested in taking up a nursing profession.

It was voted on motion by Committeeman Fitzgerald that this matter be referred to the Superintendent with power.

A communication was received from the Cambridge Lions Club advising that they are sponsoring Rubinoff, the famous violinist at Rindge School Auditorium on Friday evening, December 11, 1942 for the benefit of the under-privileged children of Cambridge and requested permission to use the Rindge Auditorium in the afternoon of the same date for the purpose of presenting Rubinoff at a matinee concert for all school pupils who care to attend at a charge of 25c. It was unanimously voted to suspend the rules for the purpose of taking action on this request. It was then voted on motion by Committeeman Fitzgerald that the Cambridge Lions Club be granted permission to use the auditorium on the afternoon of December 11, 1942, for the purposes above stated, at no charge.

It was voted on motion by Committeeman Dr. Cassidy to refer to the Superintendent for study and recommendation at the next meeting a request received from Mrs. John Porter of the Cambridge Junior Red Cross that they be granted permission to use the Longfellow School auditorium on November 6 without cost for the purpose of holding a rally to commemorate the founding of the Junior Red Cross.

It was voted to refer to the Superintendent for report and recommendation an application from the Motor Corps. American Red Cross, for permission to use Room 155 in the Rindge Technical School for the purpose of conducting courses in Mechanics and Safe Driving.

It was voted to refer to the Superintendent with power a request received from Troop 10, Boy Scouts, that they be allowed to use the Agassiz School on Friday Evenings, from 7:30 p.m. to 10 p.m. for meetings and training sessions of the troop at no charge.

It was voted to refer to the Superintendent with power a request from the Marsh District Boy Scout Troop Committee that they be allowed to use a room in the Lowell School at no charge for the purpose of holding meetings.

On motion by Committeeman Wood it was voted to refer to the Superintendent with power a request received from H. J. Dowd Co., that they be granted permission to place in all the school buildings properly labeled cans for the collection of old keys to aid in the Scrap Drive.

On motion by Committeeman Wood it was voted to refer to the Superintendent for study and report a petition from the Cambridge Grammar School Men's Club relative to an increase in salary.

A communication was received from Miss Grace McGlinchey, teacher at the High and Latin School, asking the School Committee to reconsider their vote, passed at the meeting of September 11, 1942 denying her leave of absence without salary for the purpose of enabling her to accept a position at the State Teachers College for the duration of the war. On motion by Mrs. Conant it was voted on the following roll-call that Miss McGlinchey's request for leave of absence be again denied: Committeemen Dr. Cassidy, Mrs. Conant. Fitzgerald and

Mayor Corcoran voting yes; Committeeman Wood voting no.

On motion by Committeeman Fitzgerald it was voted to accept the resignations of M. Frances Rist, Special Class Teacher at the Longfellow School, effective September 25, 1942 and Anne T. O'Rourke teacher of sewing at the Girls' Vocational School, effective October 23, 1942.

On motion by Committeman Fitzgerald it was voted to approve the following transfers of teachers as recommended by the Superintendent:

Anne M. Casey, Asst. Kinder. from Gannett School to Sleeper School, effective Sept. 15, 1942.
Muriel A. Lyons. Asst. Kinder., from Webster School to Roberts School, effective Sept. 24, 1942.
Mary M. Cronin, Sp. Class Teacher, from Kelley School to Wellington School, effective Sept. 29, 1942.
Catherine . Howard, Sp. Class Teacher, from Wellington School to Longfellow School, effective Sept. 29 1942.
Marie B. McDonough, Teacher, from Thorndike School to Houghton School, effective October 5, 1942.

It was voted to refer to executive session the request of Ruth L. Tolpin for maternity leave of absence without salary from October 1, 1942 to April 1, 1944.

The Superintendent presented a communication from Francis B. Whouley, teacher at the Boys' Vocational School, advising that he had been called for service with the State Guard and detailed to attend the First Service Command Tactical School from September 27 to October 3, 1942 and asking that he be granted leave of absence with the difference between his pay as a member of the State Guard and his regular school pay. On motion by Committeeman Fitzgerald it was voted that this request be referred to the Superintendent wtih power, provided the recitals contained in Mr. Whouley's letter are correct and true.

Communications were received from Mary B. Regan, a candidate for permanent elementary teacher and Ann L. Canney, candidate on the substitute Oral English list advising that they were being inducted in to the Women's Auxiliary Volunteer Emergency Service. It was voted that these notifications be spread upon the records and all rights granted under the rules of the School Committee are reserved.

On motion by Committeeman Fitzgerald it was voted to adopt a recommendation submitted by the Superintendent that the Assistant Superintendent of Schools be authorized to make arrangements with the State Department of Education for the registration for the rationing of Fuel Oil.

The Superintendent recommended that the evening schools and the Americanization classes open for registration on Tuesday, October 20, 1942. On motion by Committeeman Fitzgerald it was voted to adopt the Superintendent's recommendation.

The Superintendent recommended that Francis J. Carney, teacher in the High and Latin School, be made Acting Principal of the Evening High School to take the place of Principal William P. Berkeley, who is in military service. The chair ruled that a motion by Committeeman Fitzgerald for suspension of rules to take action on this recommendation had prevailed. Committeeman Fitzgerald then moved that the Superintendent's recommendation be adopted. Committeeman Dr. Cassidy moved reconsideration on the vote suspending the rules to take action on the Superintendent's recommendation. On the following roll-call the motion to reconsider prevailed: Committeemen Dr. Cassidy, Mrs. Conant, Fitzgerald, Wood and Mayor Corcoran voting yes. On the following roll-call the motion to suspend the rules failed to receive the required five votes: Committeemen Fitzgerald. Wood and Mayor Corcoran voting yes; Committeemen Dr. Cassidy and Mrs. Conant voting no. The chair then ruled that the Superintendent's recommendation "that Francis J. Carney, teacher in the High and Latin School, be made acting principal of the evening High School to take the place of Principal William P. Berkeley, who is in the military service", lay on the "Calendar" in accordance with the rules.

The Superintendent recommended that in conjunction with the opening of our regular evening schools, a course in Practical Arts be established in the Webster School on Tuesday and Thursday evenings and that Miss Stella M. Davis, teacher in charge of the Vocational School for Girls, be appointed Principal at a salary of $5.00 per evening. Committeewoman Mrs. Conant moved that the Superintendent's recommendation be adopted. Committeeman Dr. Cassidy moved to amend the recommendation by strking out words "Webster School" and inserting in place thereof the words "High and Latin School". It was then voted to adopt Committeewoman Mrs. Conant's motion to approve the Superintendent's recommendation, as amended by Committeeman Dr. Cassidy, that "in conjunction with the opening of our regular evening schools, a course in Practical Arts be established in the High and Latin School on Tuesday and Thursday Evenings and that Miss Stella M. Davis, teacher in charge of the Vocational School for Girls, be appointed Principal at a salary of $5 per evening".

It was voted to make part of the records the following communication received from Leslie L. Cleveland, former Headmaster of the Cambridge High and Latin School:

Dear Mr. Fitzgerald:

I received the copy of a vote taken by the School Committee upon my retirement from service in the High and Latin School.

It is beautifully done in every way. Such a tribute brings much pleasure to all of us here. I greatly appreciate the honor it confers.

Thank you all.

Very sincerely,
L. L. CLEVELAND

On motion by Committeeman Fitzgerald it was voted to make part of the records the following report of enrollments for the month of September, 1941 and 1942:

	1941	1942	Gain	Loss
High and Latin	3112	2775		337
Rindge Technical	1680	1561		119
Abraham Lincoln	251	262	11	
Agassiz	361	343		18
Ellis	326	303		23
Fletcher	400	373		27
Gannett	108	99		9
Haggerty	273	253		20
Houghton	701	669		32
Kelley	389	358		31
Longfellow	971	985	14	
Morse	527	479		48
Peabody	481	487	6	
Putnam	349	324		25
Roberts	860	803	3	
Russell	676	639		37
Sleeper	186	163		23
Thorndike	479	422		57
Webster	646	589		57
Wellington	600	564		36
Willard	327	338	11	
Wyman Open Air	54	46		8
Boys' Vocational	119	117		2
Girls Vocational	86	63		23
	13,962	13,075	45	932
	13,962		932	
	13,075		45	
Total Loss	887		887	

The Superintendent presented communications from Suzanne E. Revaleon, a teacher at the Houghton School and Mary F. Cahalane, teacher at the Webster School ,advising that they had announced their intentions of marrying and retaining their positions as teachers some few weeks prior to the change in the rule relating to married teachers and, that they had signed and delivered, prior to the amendment to the rules, a copy of the required regulations, and because of these facts asked that they be permitted to continue teaching after marriage. On motion by Committeeman Fitzgerald it was voted that these requests be referred to executive session.

The Superintendent presented the following recommendation:

IN SCHOOL COMMITTEE
October 5, 1942.

I recommend that examinations for permanent and substitute regular elementary teaching positions be held on Saturday, December 5, 1942, at 9:00 p.m. in the High and Latin School, in accordance with the rules of the School Committee.

Although there is no present shortage of available substitute teachers, we anticipate great difficulty in procurring qualified persons to serve as substitute teachers by the time an examination is held and the results are made known.

M. E. FITZGERALD,
Superintendent of Schools.

On motion by Committeeman Wood it was voted to lay the Superintendent's recommendation relative to examinations on the table.

The Superintendent recommended that the Boy Scout Troop sponsored by the Children's Museum be granted permission to use the Russell School Hall on Thursday evenings from 7:00 p.m. to 9:00 p.m. at no charge. On motion by Committeeman Fitzgerald is was voted to adopt the Superintendent's recommendation.

The Superintendent presented a communication from Benedict Fitzgerald advising that Mr. Thomas Leonard of 1170 Mass. Avenue, Cambridge has offered a used piano to the Girls' Vocational School and recommended that this gift be accepted and that the School Department arrange to have certain small repairs made. On motion by Committeewoman Mrs. Conant it was voted to accept this gift and to carry out the recommendations of the Director of Music relative to repairing the piano.

The Superintendent recommended that the following Text Books be approved for use in the Cambridge Public Schools, this recommendation to lay on the "Calendar" in accordance with the rules:

PUBLISHED BY IROQUOIS PUBLISHING CO.

"THE AMERICAN WAY", A Democracy Reader, by Southworth & Southworth

On motion by Committeeman Dr. Cassidy it was voted to adopt the Superintendents recommendation that the Secret Service Division of the United States Treasury Department be permitted to distribute through out the public schools a pamphlet entitled "Know Your Money".

It was voted on motion by Committeewoman Mrs .Conant that the following financial report for the month of September be made part of the records:

FINANCIAL REPORT FOR SEPTEMBER 1942

	Appropriation	Expended to Sept. 1	Expended during September 1942	Total	Balance
Administration Salaries	$66,136.66	$43,854.75	$5,179.93	$49,034.68	$17.101.98
General Expenses	8,460.00	5,236.16	899.05	6,135.21	2,324.79
Teachers Salaries Day	1,401,682.15	931.772.58	111,727.25	1,043,499.83	358,182.32
Substitutes	12,000.00	9150.00	....	9,150.00	2,850.00
Pos. Physician	3,000.00	2,000.00	....	2,000.00	1,000.00
Athletics	8,100.00	5,011.64	....	5,011.64	3,088.36
Evening Schools	11,000.00	6,223.00	....	6,223.00	4,777.00
Americanization	2,500.00	1,524.50	....	1,524.50	975.50
Teachers Examinations	500.00	....	....	....	500.00
Text Books	16,000.00	3,163.11	280.57	3,443.68	12,556.32
Supplies	33,000.00	1,906.95	3,774.07	15,681.02	17,318.98
Nursery Class Supplies	1,500.00	822.85	181.43	1,014.28	485.72
Lunch Room Supplies	18,377.85	15,895.42	2,482.43	18,377.85	....
Tuition	1,500.00	701.55	18.80	720.35	779.65
Transportation of Pupils	3,900.00	2,300.00	....	2,300.00	1,600.00
Fuel	33,500.00	17,274.25	8,844.57	26,118.82	7,381.18
Heating at Rindge	18,000.00	13,124.06	118.43	13,242.49	4,757.51
Light and Power at Rindge	3,400.00	2065.36	160.68	2,226.04	1,173.96
Light	13,000.00	7,295.79	686.83	7,982.62	5,017.38
Power	1,500.00	887.29	29.53	917.02	582.98
Janitors Salaries	125,160.67	79,484.28	9,198.09	88,682.37	36,478.30
Repairs	15,000.00	3,778.87	2,545.66	6,324.53	8,675.47
Janitors Supplies	2,500.00	2,119.26	329.33	2,448.59	51.41
Furniture and Furnishings	1,500.00	441.24	105.48	546.72	953.28
Other Expenses	7,269.00	5,900.74	193.20	6,093.94	1,175.06
Athletic Clothing	2,000.00	836.03	....	836.03	1,163.97
Minors License Refunds	30.00	11.25	5.25	16.50	13.50
Kindergarten Xmas Expenses	90.00	....	....	....	90.00
Pensions	8,704.20	5,514.70	575.99	6,090.69	2,613.51
Retirement Fund Contribution	6,182.96	6,182.96	....	6,182.96	....
Travel Outside State	277.75	277.75	....	277.75	....
Special Survey Account	475.00	475.00	....	475.00	....
Special Install New System	495.00	495.00	....	495.00	....
	$1,826,741.24	$1,185,726.54	$147,346.57	$1,333,073.11	493,668.13

SUPPLEMENTARY FINANCIAL REPORT

	Bal. Sept. 30, 1942	Estimate of Accts. Payable	Balance
Textbooks	$12,556.32	$8,820.00	$3,736.32
Supplies	17,318.98	2,321.10	14,997.88
Fuel	7,381.18	1,200.00	6,181.18
Repairs	8,675.47	846.98	7,828.49
Janitors' Supplies	51.41	221.17	DEFICIT 169.76

The Superintendent recommended that, in order to defray the additional cost of serving one-cent milk to the Cambridge School Children, the sum of $750.00 be transferred from Teachers' Salaries-Day Schools to an account of One-Cent Milk. On the following roll-call, it was voted to adopt the Superintendents recommendation: Committeemen Dr. Cassidy, Mrs. Conant, Fitzgerald, Wood and Mayor Corcoran voting yes.

On motion by Committeeman Dr. Cassidy it was unanimously voted to suspend the rules for the purpose of taking action on the petition received from the Cambridge Teachers' Club at the meeting of September 21, 1942 and laid on the table by vote of the committee. It was then voted on motion by Committeeman Dr. Cassidy, to take this petition from the table. Committeeman Dr. Cassidy moved adoption of the Cambridge Teachers' Club petition reading as follows: "We, the teachers of the Cambridge School Department respectfully petition the Honorable School Committee to reconsider the vote recently passed pertaining to sick leave, Chapter XXII, Section 4."

Vice-Chairman Dr. Cassidy in the chair.

On motion by Mayor Corcoran it was voted that a special meeting be held at 6:30 p.m. on Tuesday, October 13, 1942 at the Smith House and that the petition received from the Cambridge Teachers 'Club be referred to this special meeting: Committeemen Fitzgerald, Mrs. Conant, Wood and Mayor Corcoran voting yes; Vice-Chairman Dr. Cassidy voting no.

Mayor Corcoran in the chair.

On the following roll call it was voted on motion by Committeeman Wood that all matters scheduled for executive session be referred to the Special Meeting to be held on Tuesday, October 13, 1942: Committeemen Dr. Cassidy, Fitzgerald, Wood and Mayor Corcoran voting yes; Committeewoman Mrs. Conant voting no.

On motion by Committeeman Fitzgerald it was voted that the Text Books recommended by the Superintendent at the meeting of September 21, 1942 be adopted.

On motion by Committeeman Wood it was voted to take from the table the following proposed amendment to the rules, as submitted by him at the meeting of April 21, 1942:

"That the second sentence of the second paragraph on Page 29 of Section 3, Chapter IX of the Rules of the School Committee, be amended to read as follows: "For the major subject 40 per cent shall be allowed; for each minor subject 15 per cent shall be allowed; for amount, quality and character of experience 30 per cent shall be allowed - making a total of 100 per cent."

On the following roll-call it was voted on motion by Committeeman Wood that the proposed amendment to the rules as set forth above be adopted: Committeemen Dr. Cassidy, Mrs. Conant, Fitzgerald, and Wood voting yes; Mayor Corcoran voting no.

It was voted to refer to the special meeting to be held on Tuesday, October 13, 1942 the proposed amendments to the rules as presented by Patrick J. Moynihan, C.P.A., at the meeting of June 15, 1942.

It was voted on motion by Committeeman Dr. Cassidy to take from the table the proposed amendment to the rules, as presented by him at the meeting of September 11, 1942 that Section 6 of Chapter IV of the rules be amended by striking out the last two lines of said section so as to read as follows: "A majority of the members present shall suffice to pass any vote, order or resolution for the duration of the war." In conjunction with this proposed amendment the following opinion was received from the City Solicitor:

CITY OF CAMBRIDGE
LAW DEPARTMENT

September 29, 1942.

Mr. Edward J. O'Connell,
Secretary of the School Committee,
1700 Cambridge Street,
Cambridge, Mass.

Dear Sir:

I am in receipt of your letter of September 29th, requesting an opinion as to the legality of the adoption of an amendment to your Rules, such amendment to read as follows:

"Section 6: **VOTES.** A majority of the members present shall suffice to pass any vote, order or resolution for the duration of the war".

We find nothing in the law or in your rules already established which forbids your adoption of such an amendment.

We might submit, however, that the words "for the duration of the war" are unnecessary as the Committee is not required to limit the operation of its Rules for any particular period and even if it were so limited would have legal authority to continue the Rule after the end of the period involved.

Yours truly,

JOHN A. DALY,
Solicitor.

On the following roll-call it was then voted, on motion by Committeeman Dr. Cassidy to adopt the proposed amendment to Section 6 of Chapter IV of the Rules by striking out the last two lines of said section so as to read - "A majorty of the members present shall suffice to pass any vote, order or resolution for the duration of the war": Committeemen Dr. Cassidy, Mrs. Conant, and Wood voting yes; Committeemen Fitzgerald and Mayor Corcoran voting no.

On motion by Committeeman Fitzgerald it was voted to take from the table and approve as printed, the minutes of the meetings of September 7, 1942 and the adjourned meeting of September 11, 1942.

It was voted to refer to the special meeting to be held on October 13, the request for maternity leave of absence, without salary, received from Elena R. Patti, and Madeliene R. Allen.

On motion by Committeeman Fitzgerald it was voted that the Superintendent bring in at the next meeting a complete list of the vacancies which have occured during the last year and a recommendation as to whether or not replacements should be made.

On motion by Committeeman Dr. Cassidy it was voted that the Cambridge Teachers' Club be granted permission to use the typewriters in the Commercial Department at the High and Latin School one afternoon a week from 2:45 p.m. to 3:45 p.m., for the purpose of conducting a class in typewriting for their members, the teachers' Club to provide the instructors.

On motion by Committeewoman Mrs. Conant it was voted to convene into executive session.

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL
Secretary of the School Committee.

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Tuesday, October 13, 1942.

SPECIAL MEETING: (In Executive session.)

Special meeting called in accordance with a vote of the School Committee adopted at a meeting held on October 5, 1942 and held in executive session.

Members present: Committeemen Dr. Cassidy, Mrs. Conant, Fitzgerald, Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Committeeman Fitzgerald it was voted unanimously to suspend the rules for the purpose of acting on communications received from Suzanne E. Revaleon, teacher at the Houghton School and Mary F. Cahalane, teacher at the Webster School advising that they had announced their intentions of marrying and retaining their positions as teachers some few weeks prior to the proposal to change the rule relating to married teachers and that they had signed and delivered, prior to the proposed change, a copy of the required regulations, and because of these facts asked that they be permitted to continue teaching after marriage. On motion by Committeeman Fitzgerald it was voted that Miss Revaleon and Miss Cahalane be permitted to marry and retain their positions under the rules of the School Committee in effect at the time they notified the Superintendent of their intention.

On motion by Committeeman Fitzgerald it was voted to grant maternity leave of absence without salary to Mrs. Elena R. Patti, teacher at the Morse School, from July 1, 1942 to January 1, 1944; Mrs. Madeliene R. Allen, teacher at the Roberts School, from August 1 1942 to January 31, 1944; Mrs. Ruth L. Tolpin, teacher at the Gannett School, from October 1, 1942 to April 1 1944.

Relative to the petition of the Cambridge Teachers' Club requesting the School Committee to consider amending the present rule relating to absence on account of illness it was voted on the following roll-call to adopt a motion by Committeeman Fitzgerald that the following proposed amendment to the rules be recommended to the School Committee in open session: Committeemen Fitzgerald, Mrs. Conant and Mayor Corcoran voting yes; Committeemen Dr. Cassidy and Wood voting no.

Absence on account of Illness: A master, principal, director, assistant director or teacher may be absent on account of personal illness for not more than five days in any school year without loss of salary. The number of unused days of sick-leave in a school year may be accumulated, and further, all unused days of sick leave for the five years prior to the adoption of this order (based on ten days leave in any school year to the present year) may also be accumulated; but in no case shall the total number of days for absence on account of illness exceed sixty (60) days. For absence beyond the five days plus any accumulated days allowed by this section, two-thirds of the salary accruing during such absence shall be deducted from the next payment for a period not exceeding twelve weeks. For all absences in excess of this period, full deduction shall be made. Absence of five consecutive days (non-accumulative) without loss of salary may, with the approval of the Superintendent of Schools, be granted for death in the immediate family in any school year. In determining these absences other than for death in the immediate family, only days when the schools are in session shall be counted. The Superintendent may, at his discretion, cause a representative of the School Department to investigate any case of suspicious or habitual absences. For the purpose of amending or suspending this rule it shall require the affirmative vote (by roll-call vote) of five members when five or more members are present and voting, or four affirmative votes when less than five members are present and voting.

Vice-Chairman Dr. Cassidy in the chair.

A communication was presented from the C Y O of St. Paul's Church advising that for the past five years they have been granted the use of the Rindge Gymnasium on Thursday evenings but due to dim-out regulations it will be impossible to use the gymnasium at night this year and requesting permission to use the gymnasium on Thursday afternoons from 3:30 to 5:30 o'clock. On motion by Mayor Corcoran it was voted that the permission requested be granted.

Mayor Corcoran in the chair.

Committeewoman Mrs. Conant advised the committee that a family living at 57 Roseland Street has children attending the Agassiz School and there seems to be some question as to the legal place of residence of this family. It was voted on motion by Committeewoman Mrs. Conant that the City Solicitor be asked to submit an opinion as to whether these children are entitled to attend Cambridge or Somerville schools.

On motion by Committeewoman Mrs. Conant it was voted that the School Committee favor for Cambridge public schools, a WPA School Lunch program, in the elementary schools.

Vice-Chairman Dr. Cassidy in the chair.

Committeewoman Mrs. Conant moved adoption of the proposed amendments to the rules relative to sick leave and vacations for all civil service employees as presented by Patrick J. Moynihan, C.P.A., at the meeting of June 15, 1942. On the following roll-call it was voted to adopt a substitute motion that this report be amended by inserting that vacations of clerks assigned to the high school offices be regulated as heretofore: Committeemen Dr. Cassidy, Fitzgerald and Wood voting yes; Committeewoman Mrs. Conant voting no. On the following roll-call it was then voted on motion by Committeewoman Mrs. Conant to adopt the proposed amendments to the rules relative to sick-leave and vacations for all civil service employees, as presented by Patrick J. Moynihan, C.P.A., at the meeting of June 15 1942 and amended at this meeting, and set forth below: Committeemen Dr. Cassidy, Mrs. Conant, Wood and Fitzgerald voting yes.

Following are proposed amendments to the rules of the School Committee as recommended by Patrick J. Moynihan, CPA., at the meeting of the School Committee held on June 15, 1942.

SICK LEAVES

Section 1. All civil service employees attached to the executive, business, and school offices shall, after completing six months of service, be allowed sick leave with pay for periods not to exceed fifteen working days annually within each year of service. Such periods of the leave not granted in any year may be accumulated from year to year, but the accumulation shall not exceed one hundred and fifty working days.

Section 2. Sick leave shall be deemed to include necessary absence on account of illness or injury of the employee or his exposure to a contagious disease; the serious illness, death, funeral or marriage of a member of his immediate family; or other emergencies which, in the opinion of the Superintendent of schools, justify the absence of the employee.

Section 3. In cases of sick leaves in excess of five days in one month, the Superintendent of Schools may require evidence in the form of a physician's certificate as to the necessity of such absence; and if, in his opinion, said absence is not necessary, such leave shall be without pay.

Section 4. Employees in the service on the effective date of this regulation shall be entitled to a credit of seven working days for each year of service, but not to exceed seventy-five working days of accumulated leave.

Section 5. No employee shall be entitled to a leave of absence with pay on account of sickness in excess of his accumulated leave except upon specific approval of the School Committee.. The Superintendent of Schools shall keep a register showing records of attendance of all employees affected by the foregoing sections and a record of leave of absences approved under this section.

VACATIONS:

Section 1. Vacation allowances

shall not exceed the following: Upon completion of a period of service of less than one year on June 1, one day's vacation for each month served; upon completion of a period of service of one year but less than three years on June 1, two weeks' vacation; upon completion of a period of service of three years on June 1, three weeks vacation.

Section 2. Vacation must be taken in full during the calendar year and while the schools are not in session unless otherwise voted by the School Committee. Vacations shall not be accumulated if not taken in full during the calendar year.

Section 3. Vacations of clerks assigned to the high school offices shall be regulated as heretofore.

Employees whose service is terminated through death, resignation or dismissal, shall not be entitled to salary in lieu of any sick leave or vacation not taken.

These rules on sick leaves and vacations should become effective as of July 1, 1942.

On motion by Committeeman Wood it was voted that all votes taken at this meeting be reported for confirmation to the next regular meeting of the School Committee to be held on Monday, October 19, 1942.

Relative to the matter of salary due for the position of basketball coach for the 1941-1942 season it was voted that Thomas J. Murphy and John F. Temple, both of whom acted in the capacity of coach of basketball, be paid $200 each. Committeeman Fitzgerald is recorded as voting no.

It was voted to adjourn:

ADJOURNED:

EDWARD J. O'CONNELL
Secretary of the School Committee.

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, October 19, 1942

REGULAR MEETING:

Members present: Committeeman Dr. Cassidy, Mrs. Conant, Fitzgerald, and Mayor Corcoran.

Mayor Corcoran in the chair.

Committeeman Fitzgerald moved that the minutes of the meeting of October 5, 1942, be approved as printed. Committeewoman Mrs. Conant moved to amend the records by correcting the paragraph relating to granting the use of the Rindge Auditorium to the Lions Club for the purpose of conducting a concert for the children by Rubinoff the violinist by inserting the words "at an admission fee of 25c". It was voted to approve the minutes as corrected.

On motion by Committeeman Fitzgerald it was voted to refer to he Commitee on Buildings and Grounds a certified list of persons eligible for the position of janitor in the School Department as submitted by Civil Service Commission.

On motion by Committeewoman Mrs. Conant it was voted to refer to the Superintendent with power a request received from the Teachers' Club that they be granted permission to use the Latin School Hall one day a week between three and four o'clock in the afternoon for the purpose of conducting a singing group to be directed by Miss Ann Curry and Miss Claire Wait.

A communication was received from Daniel Sullivan, janitor at the Fletcher School asking that he be retired, effective October 18, 1942, in accordance with the provisions of Chapter 32, Section 77, of the General Laws as revised and amended. On motion by Committeeman Fitzgerald it was voted that Mr. Sullivan's request for retirement be approved and that the Secretary transmit to Mr. Sullivan the School Committee's sincere appreciation for the long years of service he has rendered to the City of Cambridge in general and the School Department in particular.

The Superintendent presented the resignation of Mary E. Collins, Master's Assistant at the Putnam School, effective October 19, 1942. On motion by Committeeman Fitzgerald it was voted that the resignation be accepted and that the School Committee convey to Miss Collins their sincere appreciation for the long years of service which she has rendered to the parents and pupils of Cambridge.

The Superintendent recommended the adoption of the following text books, this recommendation to lay on the "Calendar" in accordance with the rules:

PUBLISHED BY RAND McNALLY & COMPANY

Here and Far Away, Grade 4.
Days to Remember, Grade 5.
Pages of Adventure, Grade 6
Teaching of Reading in the Intermediate Grades.
Setting the Sails , Grade 7.
Exploring New Fields, Grade 8.
Broadening Horizons, Grade 9.

The Superintendent reported that Charles J. Bridey, teacher at the Latin School, has been granted an indefinite leave of absence effective October 18, 1942, in accordance with the rules governing teachers who enter the military service.

The Superintendent recommended that Dorothy M. Boland, teacher at the Children's Museum, be granted leave of absence without stipend from October 26, 1942 to October 26, 1942 for the purpose of permitting her to complete her novitiate in the Convent. Committeewoman Mrs. Conant moved that this request be referred to a subcommittee, to be appointed by the Chairman for investigation. Committeeman Fitzgerald offered a substitute motion that the permission requested be granted. After considerable discussion unanimous consent was granted to withdraw both these motions and it was then voted on the following roll-call to adopt a motion by Committeewoman Mrs. Conant that the request be referred to the Superintendent for further information: Committeemen Fitzgerald, Mrs. Conant, and Mayor Corcoran voting yes; Committeeman Dr. Cassidy voting no; Committeeman Wood absent.

The Superintendent recommended

that Emma M. Hillner, permanent teacher of sewing in the elementary schools, be temporarily transferred to the Vocational School for Girls. This transfer is made to fill the vacancy caused by the resignation of Anne T. O'Rourke. This temporary arrangement has the approval of the State Department of Education and the city will receive reimbursement of one-half Mrs. Hillner's salary while she is serving at the Vocational School for Girls. On motion by Committeeman Fitzgerald it was voted to adopt the Superintendent's recommendation.

The Superintendent recommended that the Parent-Teacher-Pupil Meetings, usually held during the fall months, be suspended for the reason that the school halls are not properly equipped for blackout and also because it will cause parents and children to come to the school through poorly lighted streets; and further the School Department has been asked to conserve on light and heat wherever possible. On motion by Committeeman Dr. Cassidy it was voted that the Superintendent's recommendation relative to suspending the Parent-Teacher-Pupil meetings be laid on the table.

The Superintendent presented a request from the Peabody Parent Teacher Association that they be permitted to use the Peabody School four afternoons during the school year. On motion by Committeeman Fitzgerald it was voted on the following roll-call that the Superintendent be directed to inquire as to what use they intend to put the hall to and also to secure a complete program of their intended activities for presentation to the School Committee: Committeemen Dr. Cassidy, Fitzgerald and Mayor Corcoran voting yes; Committeewoman Mrs. Conant voting no.

A communication was received from the Massachusetts State Guard Reserve advising that Francis B. Whouley, teacher in the Boys' Vocational School and a member of the State Guard, has been ordered to attend the First Service Command School at Sturbridge, Mass. for the last week in September. On motion by Committeeman Fitzgerald it was voted that Mr. Whouley be granted leave of absence for the last week in September at a stipend amounting to the difference between his salary as a teacher and a member of the State Guard while on leave of absence.

On motion by Committeeman Fitzgerald it was voted to place on file, and furnish each member with a copy of, a report submitted by the Superintendent relative to the number of resignations, deaths, retirements, appointments, marriages and leaves of absences together with a report as to whether or not replacements should be made for teachers who have left the School System.

On the following roll-call it was voted to adopt a recommendation submitted by the Committee on Buildings and Grounds that in addition to the sums previously appropriated to the account "Janitors' Supplies", that a sum of $1,000.00 be appropriated to "Janitors' Supplies", said sum to be provided by transfer from the account "Repairs"; Committeemen Dr. Cassidy, Mrs. Conant, Fitzgerald and Mayor Corcoran voting yes; Committeeman Wood absent.

It was voted on motion by Committteeman Fitzgerald to approve a recommendation presented by the Assistant Superintendent that the date for registration in the evening schools and Americanization classes be changed from October 20, 1942 to November 3, 1942. A motion to reconsider this vote, hoping same would not prevail failed of adoption.

On motion by Committeeman Fitzgerald it was voted to approve the text books recommended by the Superintendent at the meeting of October 5, 1942.

On motion by Committeeman Fitzgerald it was voted to take from the table the Superintendent's recommendation, as presented at the meeting of October 5, 1942 that "Francis J. Carney, a teacher in the High and Latin School, be made Acting Principal of the Evening High School to take the place of Principal Wm. P. Berkeley, who is in military service." Committeeman Fitzgerald moved adoption of the Superintendent's recommendation. A motion for the previous question having prevailed the chair ordered the main question and on the following roll-call it was voted to adopt the Superintendent's recommendation; Committeemen Fitzgerald, Mrs. Conant, and Mayor Corcoran voting yes; Committeeman Dr. Cassidy voting no; Committeeman Wood absent. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Committeeman Fitzgerald it was voted to take from the table the Superintendent's recommendation, as submitted at the meeting of October 5, 1942, that "examinations for permanent and substitute regular elementary teaching positions be held on Saturday, December 5, 1942". It was then voted that this recommendation be referred back to the Superintendent with instructions to bring in a recommendation covering examinations in compliance with the rules of the School Committee.

Relative to the motion that the Superintendent report on the request received from the Cambridge Junior Red Cross that they be permitted to use the Longfellow School Hall on November 6 without cost for the purpose of holding a rally to commemorate the founding of the Junior Red Cross, the Superintendent advised he has discussed the matter with the Junior Red Cross officials and they are willing to pay janitor costs and, therefore, the Superintendent recommended that they be granted the permission requested upon payment of janitor's fees. On motion by Committeeman Fitzgerald it was voted that this matter be laid on the table.

On motion by Committeeman Fitzgerald it was voted that the request received from the Motor Corps, Cambridge Red Cross, for permission to use a room in the Rindge Technical School, be granted leave to withdraw inasmuch as they have found other quarters.

Relative to the request that he report on the petition received from the Grammar School Men's Club requesting an increase in salary, the Superintendent stated that these men were very efficient but that he would not recommend any group of people coming before the committee to secure an increase in salary and ignore the rest of the system. The Superintendent further stated that he thought it would be a great mistake to approve the petition because it would disrupt the harmony of the whole teaching force. On motion by Committeeman Fitzgerald it was voted that this report be made part of the records.

It was voted to ratify the vote passed in executive session at the meeting of October 13, 1942 that Suzanne F. Revaleon, teacher at the Webster School and Mary F. Cahalane, teacher at the Webster School, be permitted to marry and retain their postions under the rules of the School Committee in effect at the time they notified the Superintendent of their intention to marry and continue teaching.

It was voted to ratify the vote passed in executive session at the meeting of October 13, 1942 that maternity leave of absence, without salary, be granted to Mrs. Elena R. Patti, teacher at the Morse School, from July 1, 1942 to January 1, 1944; to Mrs. Madeliene R. Allen, teacher at the Roberts School, from August 1, 1942 to January 31, 1944; to Mrs. Ruth L. Tolpin, teacher at the Gannett School, from October 1, 1942, to April 1, 1944.

It was voted to ratify the vote passed in executive session at the meeting of October 13, 1942 that the following proposed amendment to the rules be recommended to the School Committee in open session:

CHAPTER XXII - Section 4

Absence on account of Illness: A master, principal, director, assistant director or teacher may be absent on account of personal illness for not more than five days in any school year without loss of salary. The number of unused days of sick-leave in a school year may be accumulated, and further, all unused days of sick leave for the five years prior to the adoption of this order (based on ten days leave in any school year to the present year) may also be accumulated; but in no case shall the total number of days for absence on account of illness exceed sixty (60) days. For absence beyond the five days plus any accumulated days allowed by this section, two-thirds of the salary accruing during such absence shall be deducted from the next payment for a period not exceeding twelve weeks. For all absences in excess of this period, full deduction shall be made. Absence of five consecutive days (non-accumulative) without loss of salary may, with the approval of the Superintendent of Schools, be granted for death in the immediate family in any school year. In determining these absences other than for death in the immediate family, only days when the schools are in session shall be counted. The Superintendent may, at his discretion, cause a representative of the School Department to investigate any case of suspicious or habitual absences. For the purpose of amending or suspending this rule it shall require the affirmative vote (by roll-call vote) of five members when five or more members are present and voting, or four affirmative votes when less than five members are present and voting.

Committeeman Dr. Cassidy moved to amend this proposed amendment to the rules by striking out the words "five days" in so far as it relates to sick-leave and inserting in place thereof the words 'seven days". The chair ruled that the proposed amendment and the amendment to the amendment be laid on the "Calendar" in accordance with the rules.

Vice-Chairman Dr. Cassidy in the chair.

On motion by Mayor Corcoran it was voted to ratify the vote passed in executive session at the meeting of October 13, 1942 that the CYO of the St. Paul's Church be granted permission to use the Rindge Technical School Gymnasium on Thursday afternoons from 3:30 to 5:30 o'clock.

Mayor Corcoran in the chair.

It was voted to ratify the vote passed in executive session at the meeting of October 13, 1942 that the City Solicitor be asked to submit an opinion as to whether children living at 57 Roseland Street are entitled to attend Cambridge or Somerville schools.

It was voted on motion by Committeewoman Mrs. Conant to ratify the vote passed in executive session at the meeting on October 13, 1942, that the School Committee favors for Cambridge Public Schools a WPA School Lunch Program in the elementary schools.

Committeewoman Mrs. Conant moved adoption of the proposed amendments to the rules, as presented by Patrick J. Moynihan, C.P.A., at the meeting of June 15, 1942. Committeeman Fitzgerald offered a substitute motion that the School Committee ratify the vote passed at the executive session at the meeting of October 13, 1942 "that the proposed amendments to the rules relative to sick-leaves and vacations for all civil service employees, as presented by Patrick J. Moynihan, at the meeting of June 15, 1942, and amended at the meeting of October 13, 1942," be adopted. It was then voted on motion by Committeeman Fitzgerald to lay on the table the following proposed amendments to the rules relative to sick-leave and vacation for all civil service employees, as presented by Patrick J. Moynihan at the meeting of June 15, 1942, and amended at the meeting of October 13, 1942, to read "that vacations of clerks assigned to the high school offices be regulated as heretofore:"

Following are the proposed amendments to the rules of the School Committee as recommended by Patrick J. Moynihan, CPA., at the meeting of the School Committee held on June 15, 1942:

SICK LEAVES

Section 1. All civil service employees attached to the executive, business, and school offices shall, after completing six months of service, be allowed sick leave with pay for periods not to exceed fifteen working days annually within each year of service. Such periods of the leave not granted in any year may be accumulated from year to year, but the accumulation shall not exceed one hundred and fifty working days.

Section 2. Sick leave shall be deemed to include necessary absence on account of illness or injury of the employee or his exposure to a contagious disease; the serious illness, death, funeral or marriage of a member of his immediate family; or other emergencies which, in the opinion of the Superintendent of Schools, justify the absence of the employee.

Section 3. In cases of sick leaves in excess of five days in one month, the Superintendent of Schools may require evidence in the form of a physician's certificate as to the necessity of such absence; and if, in his opinion, said absence is not necessary, such leave shall be without pay.

Section 4. Employees in the service on the effective date of this regulation shall be entitled to a credit of seven working days for each year of service, but not to exceed seventy-five working days of accumulated leave.

Section 5. No employee shall be entitled to a leave of absence with pay on account of sickness in excess of his accumulated leave except upon specific approval of the School Committee.. The Superintendent of Schools shall keep a register showing records of attendance of all employees affected by the foregoing sections and a record of leave of absences approved under this section.

VACATIONS:

Section 1. Vacation allowances shall not exceed the following: Upon completion of a period of service of less than one year on June 1, one day's vacation for each month served; upon completion of a period of service of one year but less than three years on June 1, two weeks' vacation; upon completion of a period of service of three years on June 1, three weeks vacation.

Section 2. Vacation must be taken in full during the calendar year and while the schools are not in session unless otherwise voted by the School Committee. Vacations shall not be accumulated if not taken in full during the calendar year.

Section 3. Vacations of clerks assigned to the high school offices shall be regulated as heretofore.

Employees whose service is terminated through death, resignation or dismissal, shall not be entitled to salary in lieu of any sick leave or vacation not taken.

These rules on sick leaves and vacations should become effective as of July 1, 1942.

The following proposed amendment to the above proposed amendments was presented at the meeting of October 13, 1942:

"Vacations of Clerks assigned to the high school offices shall be regulated as heretofore".

On the following roll-call it was voted on motion by Vice-Chairman Dr. Cassidy to ratify the votes passed in executive session at the meeting of October 13, 1942 "that Thomas J. Murphy and John F. Temple, both of whom acted in the capacity of coach of Basketball for the 1941-1942 season, be paid $200 each": Committeemen Dr. Cassidy, Mrs. Conant, and Mayor Corcoran voting yes; Committeeman Fitzgerald not voting; Committeeman Wood absent.

Vice-Chairman Dr. Cassidy in the chair.

It was voted to lay on the table a motion by Mayor Corcoran that the Rindge Technical and High and Latin Schools have individual athletic teams for the remainder of the year.

Committeeman Fitzgerald advised the committee that Charles F. Conlan, who has performed a great deal of substitute teaching work in our day and evening schools and who, for the past year and a half has been a Lieutenant with the United States Marine Corps, has been killed in action. It was voted on motion by Committeeman Fitzgerald that the Superintendent submit suitable resolutions on the heroic death of Lieut. Conlan.

It was voted to lay on the table a motion by Committeewoman Mrs. Conant that Patrick J. Moynihan, C.P.A., be engaged for a year to audit the accounts of the Cambridge School Department every 3 months beginning December 1, 1942 at a fee of One Thousand Dollars ($1,000.00).

It was voted to adjourn.

ADJOURNED:
EDWARD J. O'CONNELL
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, November 2, 1942

REGULAR MEETING:

Members present: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Major Robart and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Committeeman Fitzgerald it was voted that the minutes of the meeting of October 19, 1942 be approved as printed.

For the purpose of conducting three lectures the Cambridge Teachers' Club requested permission to use the Rindge Auditorium on November 22, 1942, December 19, 1942 and January 6, 1943 from 2:30 p.m. to 5:30 p.m. and asked that the rental fee for this auditorium be abated on the above dates. They further advised that an admission fee of $1.10 would be charged to cover expenses of the various speakers. On motion by Committeeman Fitzgerald it was unanimously voted to suspend the rules for the purpose of taking action on this request. It was then voted that permission as requested by the Teachers' Club be granted and the rental fee for the Rindge Auditorium be abated on the specified dates.

It was voted to place on file a communication from the Cambridge Taxpayers' Association relative to the proposed amendment to the rules regulating sick-leave for teachers.

A communication was received from the Faculty Managers advising that they have an opportunity to book football games with St. Raphael's High of Pawtucket, Rhode Island provided proper arrangements can be made as to transportation and requesting permission to play this game on Friday night, November 6, 1942. On motion by Committeeman Dr. Cassidy it was voted on the following roll-call to grant permission as requested: Committeemen Dr. Cassidy, Mr. Fitzgerald, Major Robart and Mayor Corcoran voting yes; Committeewoman Mrs. Conant voting no; Committeeman Wood absent.

It was voted to make part of the records the following Financial report for the month of October 1942.

FINANCIAL REPORT FOR OCTOBER, 1942

	Appropriation	Expended to October 1	Expended during October	Total	Balance
Administration Salaries	$66,136.66	$49,034.68	$5,807.15	$54,841.83	$11,294.83
General Expenses	8,460.00	6,135.21	815.62	6,950.83	1,509.17
Teachers Salaries Day	1,400,932.15	1,043,499.83	111,094.06	1,154,593.89	246,338.26
Substitutes	12,000.00	9,150.00	781.00	9,931.00	2,069.00
Pos. Physician	3,000.00	2,000.00		2,000.00	1,000.00
Athletics	8,100.00	5,011.64	846.66	5,858.30	2,241.70
Evening Schools	11,000.00	6,223.00		6,223.00	4,777.00
Americanization	2,500.00	1,524.50		1,524.50	975.50
Teachers Examinations	500.00				500.00
Text Books	16,000.00	3,443.68	9,055.64	12,499.32	3,500.68
Supplies	33,000.00	15,681.02	1486.52	17,167.54	15,832.46
Nursery Class Supplies	1,500.00	1,041.28	116.93	1,131.21	368.79
Lunch Room Supplies	18,377.85	18,377.85		18,377.85	
Tuition	1,500.00	720.35	26.00	746.35	753.65
Transportation of Pupils	3,900.00	2,300.00	221.00	2,521.00	1,379.00
Fuel	33,500.00	26,118.82	1,004.74	27,123.56	6,376.44
Heating at Rindge	18,000.00	13,242.49		13,242.49	4,757.51
Light and Power at Rindge	3,400.00	2,226.04	235.41	2,461.45	938.55
Light	13,000.00	7,982.62	358.53	8,341.15	4,658.85
Power	1,500.00	917.02	21.70	938.72	561.28
Janitors Salaries	125,160.67	88,682.37	10,744.89	99,427.26	25,733.41
Repairs	14,000.00	6,324.53	1,724.59	8,049.12	5,950.88
Janitors Supplies	3,500.00	2,448.59		2.448.59	1,051.41
Furniture and Furnishings	1,500.00	546.72		546.72	953.28
Other Expenses	7,269.00	6,093.94	240.40	6,334.34	934.66
Athletic Clothing	2,000.00	836.03		836.03	1,163.97
Minors License Refunds	30.00	16.50	2.25	18.75	11.25
Kindergarten Xmas Expenses	90.00				90.00
Pensions	8,704.20	6,090.69	676.42	6,767.11	1,937.09
Retirement Fund Contribution	6,182.96	6,182.96		6,182.96	
Travel Outside State	277.75	277.75		277.75	
Special Survey Account	475.00	475.00		475.00	
Special Install New System	495.00	495.00		495.00	
One Cent Milk Fund	750.00				750.00
	$1,826,741.24	1,332,073.[illegible]	$145,259.51	$1,478,332.62	$348,408.62

SUPPLEMENTARY FINANCIAL REPORT

	Balance Oct. 30, 1942	Estimate of Accts. Payable	Balance
Fuel	$6,376.44	$373.95	$6,002.49
Janitors' Supplies	1,051.41	490.93	560.48
Repairs	5,950.88	226.13	5,724.75
Supplies	15,832.46	3,581.86	12,250.60
Textbooks	3,500.68	1,012.63	2,488.05

The Superintendent presented the resignation of Rosemary W. Brooks, Assistant Kindergartner at the Fletcher School effective October 31, 1942 and it was voted to accept this resignation.

The Superintendent reported that he had received word of the death of Mrs. Agnes J. Dennehy, formerly the matron of the Abraham Lincoln School, and it was voted on motion by Committeeman Fitzgerald that the secretary express to Mrs. Dennehy's family the School Committee's sincere regret and condolence upon learning of her death.

The Superintendent reported that the following teachers have been inducted into military service and have, therefore, been granted indefinite leave of absence, effective November 1, 1942, in accordance with the rules.

Laurence W. Gibson, Rindge Technical School, William J. Joyce, Rindge Technical School, Michael F. Brennan, Russel School and Edward A. Conley, Vocational School for Boys.

The Superintendent presented the following report of marriages of teachers who will retain their positions as teachers in the Cambridge School System:

Suzanne E. Revaleon, teacher in the Houghton School, was married on October 10, 1942 to Robert H. Green. Mrs. Green's name will appear on our records as Suzanne E. Green.

Frances L. Musgrave, teacher in the Thorndike School, was married on October 13, 1942, to Luman S. Nutter. Mrs. Nutter's name will appear on our records as Frances L. Nutter.

Rose C. Rooney, teacher in the Webster School, was married on October 17, 1942, to Daniel J. Toomey. Mrs. Toomey's name will appear on our records as Rose C. Toomey.

Mary F. Cahalane, teacher in the Webster School, was married on October 17, 1942, to Joseph M. Dolan. Mrs. Dolan's name will appear on our records as Mary F. Dolan.

The Superintendent recommended that inasmuch as Wm. J. Cunningham, Master of the Russell School, and Michael F. Brennan, sub-master of the Russell School, have gone into military service, that Francis J. Carney, teacher in the High and Latin School, whose name appears No. 1 on the eligible list for Elementary Master, be temporarily appointed Acting Master of the Russell School, at a salary of $3100. per year, effective November 3, 1942. A motion by Committeeman Fitzgerald to suspend the rules for the purpose of taking action on the recommendation failed, on the following roll-call to receive the five votes as required by the rules for suspension of rules: Committeemen Fitzgerald, Major Robart and Mayor Corcoran voting yes; Committeeman Dr. Cassidy and Mrs. Conant voting no; Committeeman Wood absent. The chair ruled that in accordance with the rues this recommendation lays on the "Calendar".

The Superintendent recommended that William G. Traveis, teacher at the Roberts School, be temporarily appointed teacher of History at the Vocational School for Boys at a salary of $1850.00 per year, effective November 3, 1942. This temporary appointment is to fill the vacancy caused by Edward A. Conley's induction into military service. On motion by

Committeeman Fitzgerald it was unanimously voted to suspend the rules. On the following roll-call it was voted on motion by Committeeman Fitzgerald to adopt the Superintendent's recommendation. Committeemen Dr. Cassidy, Mr. Fitzgerald, Major Robart and Mayor Corcoran voting yes; Committeewoman Mrs. Conant voting no; Committeeman Wood absent. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

The Superintendent recommended that Dora Leadbetter, a teacher in the Houghton School, be appointed eighth grade teacher at the Houghton School at a salary of $1938. per year, effective September 14, 1942 and Margaret M. Carroll, teacher in the Russell School, be appointed eighth grade teacher at the Russell School, at a salary of $1938. per year, effective September 24, 1942. On motion by Committeeman Robart it was voted on the following roll-call to adopt the Superintendent's recommendation: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Major Robart and Mayor Corcoran voting yes; Committeeman Wood absent.

The Superintendent recommended that Agnes Garoian of 59 Plymouth Street, Cambridge, and Louise Mezzacappa, of 44 Harvey Street, Cambridge be appointed teachers of Foods and Clothing, respectively, in the State-Aided evening school classes in Practical Arts at a salary of $4.00 per evening. This recommendation has the approval of the State Department of Education. On motion by Committeewoman Mrs. Conant it was voted to adopt the Superintendent's recommendation.

On motion by Committeeman Robart it was voted to adopt the following School Calendar for the calendar year 1943, as recommended by the Superintendent:

Second Term: January 4, 1943 to February 19, 1943

Third Term: March 1, 1943 to April 23, 1943.

Fourth Term: May 3, 1943 to June 24, 1943.

First Term: September 13, 1943 to December 23, 1943.

On motion by Committeeman Robart it was voted that the following list of applicants for the position of teacher in the evening schools, as submitted by the Superintendent be made part of the records:

Irene M. Bennett
Elsie Brady
Kathleen J. Buckley
John F. Burke
Ada M. Cahill
A. Laura Campbell
Edward F. Cassidy
Marion S. Clark
Olive L. Cox
John D. Creedon
James J. Cougherty
Edna G. DuBois
William A. Edmonds
Pierce J. Fitzgerald
Gertrude Ford
Ann M. Gallagher
John J. Gately
Walter H. Gomes
Joseph F. Gould
Fred P. Hahn
Virginia M. Hall
Ruth Halpern
Gunard E. Haugh
Marie D. Hill
Alice A. Hughes
Anthony P. Ianneciello
Agnes V. Kiely
Helen Kizik
Elizabeth F. Lally
Albert J. Leonard
Eileen A. Maher
John G. Mahler
Gertrude L. Mahoney
James F. Manning
John F. Manning
Herbert H. Marshall
Edward F. McAuliffe
Margaret A. McCaffrey
Anna G. McCarthy
Mary P. McDevitt
Beatrice McDonald
Anne McGlinchey
John J. McLoughlin
Arthur W. McMurtry
John T. Mellen
Robert V. Meyer
Albert L. Mokaba
John M. Moriarty
Catherine M. Murphy
Francis V. Murphy
Geraldine M. Murphy
Margaret J. Murphy
Mary Rita Murphy (1)
Mary Rita Murphy (2)

Mary V. Murphy
Ruth A. Murray
Gertude Nadler
Joseph Nissen
Louis Novak
Catherine C. O'Connell
Charles L. O'Connor
Abbott O. Paine
Regina M. Poremba
Joseph R. Powers
Maire E. Quinlan
William J. Reagan
Joseph L. C. Santoro
Mary E. Schuler
Raymond F. Scott
Mary C. Sheehan
Phyllis B. Sheridan
Katherine F. Stacey
John J. Sullivan
Robert R. Sweeney
John F. Temple
Martin L. Tierney
Temperance G. Veale
William R. Wadden
James J. Walsh
Katherine J. Walsh
Dorothy M. Welch
George A. Wickson
Esther M. McDonald
Helen Delaney

On motion by Committeeman Robart it was voted to refer to the Superintendent with power a communication from the Community Federation seeking permission to show a moving picture film in the various schools of the work being done by the Federation.

The Superintendent presented a communication from the American Legion requesting that both high schools be granted permission to take part in their annual Oratorical Contest. On motion by Committeeman Robart it was voted to endorse this contest and that the request be referred to the Superintendent with power.

The Superintendent reported that Grace McGlinchey, a teacher in the Department of Tests and Measurements at the High and Latin School has not reported for duty since the opening of School in September and on two occassions she has been refused a leave of absence without salary for the purpose of accepting a temporary position at the State Teachers' College at Fitchburg. The Superintendent further stated that at present Miss McGlinchey is employed at the State Teachers' College at Fitchburg and no reply has been received to the communications advising her that the School Committee had refused her request for leave of absence. On motion by Committeeman Robart it was voted that Miss McGlinchey be notified that if she does not report for duty as a teacher in the Department of Tests and Measurements at the Cambridge High and Latin School on or before Monday, November 9, 1942, her services in the Cambridge School Department will be terminated on November 9, 1942.

The Superintendent presented the following communication from Joseph J. Smith, Director of Physical Education:

November 2, 1942.

Mr. John M. Tobin,
Asst. Supt. of Schools,
Dear Mr. Tobin:

This is a brief outline of the general plan of organization and schedules of the physical education classes for all high school students.

All students are to have a 15 minute physical drill daily in the classrooms under the direction of student leaders and supervised by the classroom teachers. These leaders were instructed by teachers of the Physical Education Department, and will also be supervised daily during the 15 minute period by the Physical Education teachers.

In addition to the daily room physical drill, the Sophomore, Junior and Senior boys of Latin and Rindge will have two periods weekly in Rindge Gymnasium.

The Latin freshman and sopohomore girls will have two periods weekly in the Latin Gymnasium.

These schedules are now in operation.

Respectfully submitted,
JOSEPH J. SMITH, Director.

On motion by Committeeman Robart it was voted that the plan of organization and schedules outlined in Mr. Smith's communication be approved.

On motion by Committeeman Robart it was voted that the text books recommended by the Superintendent at the meeting of October 19, 1942 be approved.

It was voted to recess.

The committee reconvened into regular session.

On motion by Vice-Chairman Dr. Cassidy it was voted to adopt a proposed amendment to the proposed amendment entitled "Absence on Account of Illness", as presented at the meeting of October 19, 1942, by striking out the words "five days" wherever it relates to sick-leave and inserting in place thereof the words "seven days". On a roll-call vote it was then voted to adopt the following proposed amendment to the rules entitled "Absence on Account of Illness" as presented by Committeeman Fitzgerald and amended by Vice-Chairman Dr. Cassidy: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Major Robart and Mayor Corcoran voting yes; Committeeman Wood absent. A motion to reconsider this vote, hoping same would not prevail. failed of adoption. Following is the amendment as amended and adopted.

CHAPTER XXII - Section 4.

(a) Absence on Account of Illness: A master, principal, director, or teacher may be absent on account of personal illness for not more than seven days in any school year without loss of salary. The number of unused days of sick leave in a school year may be accumulated, and further, all unused days of sick-leave for the five years prior to the adoption of this order (based on ten days leave in any school year to the present year) may also be acumulated; but in no case shall the total number of days for absence on account of illness exceed sixty (60 days. For absence beyond the seven days plus any accumulated days allowed by this section, two-thirds of the salary accruing during such absence shall be deducted from the next payment for a period not exceeding twelve weeks. For all absences in excess of this period full deduction shall be made. Absences of five consecutive days (non-accumulative) without loss of salary may, with the approval of the Superintendent of Schools, be granted for death in the immediate family in any school year. In determining these absences other than for death in the immediate family, only days when the schools are in session shall be counted. The Superintendent may, at his discretion, cause a representative of the School Department to investigate any habitual absences. For the purpose of amending or suspending this rule it shall require the affirmative vote by (roll-call vote) of five members when five or more members are present and voting, or four affirmative votes when less than five members are present and voting".

On motion by Committeeman Fitzgerald it was voted to take from the table and grant the request of Ann M. Lehane, a teacher at the Russell School for a continuation of her leave of absence from September 1, 1942 to September 1 1943 without stipend due to the fact that she is at present in the Panama Canal Zone and because of Government restrictions on travel she is unable to get back home.

On motion by Vice-Chairman Dr. Cassidy it was voted to take from the table the Superintendent's recommendation, as presented at the meeting of October 19, 1942, that the fall Parent-Teacher-Pupil meetings be suspended for this year. It was voted to adopt this motion by Vice-Chairman Dr. Cassidy that the recommendation be not approved and that the Parent-Teacher-Pupil meetings be conducted as usual with the exception that the exercises usually held in the hall be eliminated.

On motion by Committeewoman Mrs. Conant it was voted to take from the table the Superintendent's recommendation, as submitted at the meeting of October 19, 1942 that the Cambridge Junior Red Cross be granted permission to use the Longfellow School Hall on Friday, November 6, from 3:30 p.m. to 4:30 p.m. upon payment of janitor's fees. On the following roll-call it was voted on motion by Committeewoman Mrs. Conant, that the rules be suspended for the purpose of taking action on this recommendation: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Major Robart and Mayor Corcoran voting yes; Committeeman Wood absent. It was then voted on motion by Committeewoman Mrs. Conant to adopt the Superintendent's recommendation that the Cambridge Junior Red Cross be permitted to use Longfellow School Hall on Friday, November 6 from 3,30 p.m. to 4:30 p.m. upon payment of janitors fees.

It was voted on the following roll-call to take from the table the proposed amendments to the rules relating to sick-leave and vacations for all civil service employees, as presented by Patrick J. Moynihan, C.P.A., at the meeting of June 15 1942. Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Major Robart, and Mayor Corcoran voting yes; Committeeman Wood absent. It was then voted on motion by Committeeman Robart to adopt the following proposed amendments to the rules relating to sick-leave and vacations for all Civil Service Employees attached to the business, executive and school offices: (Vice-Chairman Dr. Cassidy is recorded as voting no). A motion to reconsider this vote, hoping same would not prevail, failed of adoption. Following are the adopted amendments:

SICK LEAVES

Section 1. All civil service employees attached to the executive, business, and school offices shall, after completing six months of service, be allowed sick leave with pay for periods not to exceed fifteen working days annually within each year of service. Such periods of the leave not granted in any year may be accumulated from year to year, but the accumulation shall not exceed one hundred and fifty working days.

Section 2. Sick leave shall be deemed to include necessary absence on account of illness or injury of the employee or his exposure to a contagious disease; the serious illness, death, funeral or marriage of a member of his immediate family; or other emergencies which, in the opinion of the Superintendent of Schools, justify the absence of the employee.

Section 3. In cases of sick leaves in excess of five days in one month, the Superintendent of Schools may require evidence in the form of a physician's certificate as to the necessity of such absence; and if, in his opinion, said absence is not necessary, such leave shall be without pay.

Section 4. Employees in the service on the effective date of this regulation shall be entitled to a credit of seven working days for each year of service, but not to exceed seventy-five working days of accumulated leave.

Section 5. No employee shall be entitled to a leave of absence with pay on account of sickness in excess of his accumulated leave except upon specific approval of the School Committee.. The Superintendent of Schools shall keep a register showing records of attendance of all employees affected by the foregoing sections and a record of leave of absences approved under this section.

VACATIONS:

Section 1. Vacation allowances shall not exceed the following: Upon completion of a period of service of less than one year on June 1, one day's vacation for each month served; upon completion of a period of service of one year but less than three years on June 1, two weeks' vacation; upon completion of a period of service of three years on June 1, three weeks vacation.

Section 2. Vacation must be taken in full during the calendar year and while the schools are not in session unless otherwise voted by the School Committee. Vacations shall not be accumulated if not taken in full during the calendar year.

Employees whose service is terminated through death, resignation or dismissal shall not be entitled to salary in lieu of any sick leave or vacation not taken.

These rules on sick leaves and vacations should become effective as of July 1, 1942.

No action was taken on the proposed amendment to the above amendments as presented by Vice-Chairman Dr. Cassidy that "vacations of clerks assigned to the high school offices shall be regulated as heretofore."

On motion by Committeeman Robart it was voted to take from the table the motion that Rindge Technical School and High and Latin School have individual athletic teams for the remainder of the year. On motion by Committeeman Robart it was voted to adopt the motion that Rindge Technical School and High and Latin School have individual athletic teams for the remainder of the year.

The Superintendent then recommended that Joseph A. Kozlowsky be appointed coach of the High and Latin School basketball team at a salary of $400; that Thomas J. Murphy be appointed coach of the Rindge Technical School basketball team at a salary of $400; that John F. Culhane be appointed coach of the High and Latin School Hockey team at a salary of 400. that William J. Mahoney be appointed coach of the Rindge Technical School Hockey team at a salary of $400. Committeeman Robart moved adoption of the Superintendent's recommendation. Vice-Chairman Dr. Cassidy objected to these appointments coming from the Superintendent as in his opinion this was a function of the sub-committee on Athletics and asked that the recommendations be withdrawn in order to permit the appointments to come from the proper source. By unanimous consent the recommendation, and the motion to adopt the recommendation, were withdrawn. Vice-Chairman Dr. Cassidy in his capacity as a member of the Sub-Committee on Athletics, then moved that the coaches who served during the past season in the sports of track, hockey, basketball and baseball be reappointed at the same salary they received last year. On the following roll-call it was voted to adopt Vice-Chairman Dr. Cassidy's motion: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald Major Robart and Mayor Corcoran voting yes; Committeeman Wood absent. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Committeeman Robart it was voted to take from the table the motion that Patrick J. Moynihan, C.P.A., be engaged for a year to audit the accounts of the Cambridge School Department every three months beginning December 1 1942, at a fee of One Thousand (1000.) Dollars. After considerable debate a motion for the previous question prevailed and the chair ordered the main question. On the following roll-call it was then voted on motion by Committeewoman Mrs. Conant to adopt the motion that Patrick J. Moynihan be engaged for a year to audit the accounts of the Cambridge School Department every three months beginning December 1, 1942 at a fee of One Thousand ($1000) Dollars: Committeemen Major Robart, Mrs. Conant and Mayor Corcoran voting yes; Committeemen Dr. Cassidy and Fitzgerald voting no; Committeeman Wood absent. A motion to reconsider the vote, hoping same would not prevail, failed of adoption.

Relative to the motion that he report on the request of Dorothy H. Boland, teacher at the Children's Museum, for a year's leave of absence without stipend from October 26, 1942 to October 26, 1943, the Superintendent advised that it is not a question of changing her position for financial advancement. In fact she has offered to devote her life to the work of Christian Education without financial compensation. At this time, she has simply offererd herself to the Society of the Sacred Heart as a probationer. She could be sent home at any time within a year if it proved that her health would not withstand the abrupt change, or that she is not adapted to that type of life. If either proved true, she would find herself without employment and dependent upon her family. On motion by Committeeman

Robart it was voted that the request be approved and Miss Boland granted a year's leave of absence without pay from October 26, 1942 to October 26, 1943.

Reporting on the request of the Peabody Parent Teacher Association for permission to use the Peabody School for four afternoons during the year, the Superintendent advised that these programs will consist of meetings of parents and teachers at which time speakers will address school children. On motion by Committeeman Robart it was voted that the Superintendent's recommendation be adopted.

The Superintendent presented resolutions memorializing the heroic death of Lieutenant Charles F. Conlan, U.S. Marine Corps, killed in action, who was ,before induction into service, a substitute teacher in the Cambridge School System, and on motion by Committeeman Fitzgerald it was voted that the resolutions be spread upon the records and a copy sent to Lieutenant Conlan's aunt, Miss Bertha Conlan, who is a teacher in the Cambridge High and Latin School:

RESOLUTIONS ON THE DEATH OF LIEUT. CHARLES F. CONLAN

BE IT RESOLVED -- that the SCHOOL COMMITTEE OF CAMBRIDGE, for themselves, for the faculty and students of the CAMBRIDGE HIGH AND LATIN SCHOOL; record a deep regret and a lasting pride in the death of Lieutenant Charles F. Conlan, U.S.M.C., killed in action.

As a citizen and a teacher, he lived unselfishly for democracy; as an officer in the United States Marine Corps he died for it, and for us all. While time lasts, when the school children and the teachers of Cambridge salute their flag, they will be saluting Charles S. Conlan, and all who have made, and will make the supreme sacrifice for our God and our Nation.

BE IT FURTHER RESOLVED -- that the SCHOOL COMMITTEE OF CAMBRIDGE express to Miss Bertha A. Conlan, Charles F. Conlan's aunt, and nearest relative, their sympathy for her deep loss; their awareness of her great honor.

BE IT ORDERED -- that copy of this resolution be forwarded to the Head Master of the CAMBRIDGE HIGH AND LATIN SCHOOL, and that he be requested to read the same at an appropriate time and occasion, to the faculty and the students of the school.

It was voted on motion by Committeeman Fitzgerald that the Superintendent consider the advisability of granting a 5 per cent increase in salary to all personnel in the School Department as a war measure, this increase would not be considered a permanent salary increase but is to be in the form of a bonus to be paid for the duration of the present war emergency period.

Committeeman Fitzgerald moved that the vote whereby "Patrick J. Moynihan, C.P.A., has been engaged for a year to audit the accounts of the Cambridge School Department every three months beginning December 1, 1942, at a fee of $1000.00", as passed at this meeting be rescinded. (In accordance with the rules a motion to recind lays on the "Calendar" until the next meeting.)

On motion by Committeeman Robart it was voted to recommend that the Headmasters of the High and Latin School and Rindge Technical School encourage all senior class activities during the year, in particular the senior drama, senior prom and graduation exercises.

On motion by Committeeman Fitzgerald it was voted to recommend to the City Council that the grounds now made available by the demolition of the Taylor School be converted into a playground: And, in recognition of the services rendered to his city and country by Lieutenant Charles F. Conlan, United States Marine Corps, killed in action, that the playground bear the name of Charles F. Conlan Playground.

On motion by Vice-Chairman Dr. Cassidy it was voted that the City Council be notified that it is the opinion of the School Committee that the

Shower Baths at the Abraham Lincoln school and the Longfellow school be opened.

On motion by Vice-Chairman Dr. Cassidy it was voted that a sub-committee be appointed by the chairman to consider the advisability of making adjustments in the sick-leave and vacations allowed to janitors in the School Department. The chair appointed Vice-Chairman Dr. Cassidy Committeewoman Mrs. Conant and Committeeman Fitzgerald.

On motion by Committeeman Fitzgerald it was voted that all masters and principals in the various schools where ARP meetings are being held be instructed to examine the premises after the use of the building by the ARP and to report conditions as they are found.

It was voted to adjourn.

ADJOURNED

EDWARD J. O'CONNELL
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday. November 16. 1942

REGULAR MEETING:

Members present: Committeemen Dr. Cassidy, Mrs. Conant, Fitzgerald, Wood and Mayor Corcoran.

Mayor Corcoran in the chair

On motion by Committeeman Fitzgerald it was voted that the minutes of the meeting of November 2, 1942 be approved as printed.

The following communication from the Board of Library Trustees was presented:

CAMBRIDGE PUBLIC LIBRARY

November 5, 1942.

School Board,
Cambridge, Mass.
Gentlemen:

The Board of Library Trustees have been seeking a location for the branch library now incommodiously housed in the Municipal Building, Central Square

As there are no library facilities available for the residents of Ward 5 section situated between Massachusetts Avenue and the Charles River, the Library Board is of the opinion that the ideal location would be in the vicinity of Dana Square.

A Committee from the Library Board has inspected various sites that might be available including both the Webster and Willard Schools. The Committee feels that if a portion of the lower floor of the Willard School could be obtained it would prove to be a splendid location for this greatly needed branch library. This site is close to three large schools, thus affording book service to the mature generation of a decade hence. Our two branches in the Lincoln School and in the new building on Sixth St. are widely patronized by the children.

The Committee from the Library Trustees respectfully request an opportunity of appearing before your honorable Board and explaining the very urgent need of locating the branch in this section, and if possible securing the use of a portion of the lower floor of the Willard School for that purpose.

Yours very truly,

H. J. Mahoney
D. A. Buckley
Committee from the Library.

On motion by Committeeman Fitzgerald it was unanimously voted to suspend the rules for the purpose of allowing the Library Trustees to address the Committee. It was then voted that the Board of Library Trustees be granted a hearing. Mr. Mahoney and Mr Buckley appeared for the Library Trustees and outlined tentative plans for establishing a branch library in the school district comprising the Willard, Webster and Blessed Sacrament Schools, and asked that they be granted permission to establish this branch library in either the Webster or Williard Schools.

Committeeman Fitzgerald in the chair.

Mayor Corcoran moved that this request of the Board of Library Trustees be referred to the Committee on Buildings and Grounds for report at the next meeting. Vice-Chairman Dr Cassidy moved to amend this motion by adding "that each member of the school committee be notified of the meeting of the Committee on Buildings and Grounds at which this matter is to be taken up". It was voted to adopt this amendment. It was voted to adopt the motion as amended.

Mayor Corcoran in the chair.

It was voted to refer to the Assistant Superintendent for his guidance a communication from the City Solicitor advising that the entire house shown as 57 Roseland Street is in the City of Somerville and that the family residing at 57 Roseland Street are legally residents of Somerville. This communication was in relation to the children living at 57 Roseland Street who are attending the Agassiz School.

It was voted to acknowledge and accept an invitation from the American Legion to the School Committee the Superintendent of Schools and the Assistant Superintendent of Schools, to attend a Sports Night at Legion Hall, on November 19, 1942.

A communication was received from St. Anthony's church of Somerville, advising that they had engaged the Rindge Auditorium on the evening of November 29 at full cost and requesting that they be granted the use of the auditorium during the afternoon at no cost for a matinee performance for the school children who will be charged an admission fee of between 25 and 50 cents to cover expenses. A motion by Committeeman Fitzgerald to suspend the rules for the purpose of abating half the cost of the auditorium failed, on the following roll-call, to receive the required five votes: Committeemen Fitzgerald and Mrs. Conant voting yes; Committeeman Wood and Mayor Corcoran voting no.

On motion by Committeeman Fitzgerald it was voted to place on file a communication from the Cambridge Teachers' Club thanking the School Committee for adopting the liberal sick-leave legislation.

It was voted on motion by Committeeman Fitzgerald to place on file a communication from the Cambridge Teachers' Club suggesting that a $200., flat increase in salary for the entire personnel of the Department would be more equitable than a five per cent increase as suggested by the committee at the meeting of Nov. 2, 1942

A communication was received from Wm. H Lackie, janitor at the Sleeper School. requesting an indefinite leave of absence. On motion by Vice-Chairman Dr. Cassidy it was voted that this request be laid on the table until the next meeting.

A communication was received from Charles F. MacDonald, janitor at the High and Latin School, requesting a leave of absence for the duration of the war in order that he may contribute his skill to the shortage of qualified personnel to operate railroad trains vital to the conduct of the United States Naval Supplies and equipment. Committeeman Fitzgerald moved that the request be denied. Committeeman Wood moved to amend the motion by adding "that the request be referred to the Assistant Superintendent for investigation and recommendation at the next meeting", and on the following roll-call it was voted NOT to adopt this amendment: Committeeman Wood voting yes; Committeemen Dr. Cassidy, Mrs. Conant, Fitzgerald and Mayor Corcoran voting no. It was then voted on the following roll-call, to adopt Committeeman Fitzgerald's motion that the request for leave of absence be denied: Committemen Dr. Cassidy, Mrs. Conant, Mr Fitzgerald and Mayor Corcoran voting yes; Committeeman Wood voting no. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Committeeman Fitzgerald it was voted to make part of the records the Superintendent's report that the following teachers, having been inducted into military service, have been granted indefinite leave of absence effective November 16, 1942, in accordance with the rules:

John J. Terry, Jr., Teacher, Rindge Technical School, Edward F. Hurley, Teacher, Webster School.

On motion by Committeeman Fitzgerald it was voted to accept the resignation of Grace McGlinchey, teacher at the High and Latin School in the Department of Measurements and Adjustments, effective November 6, 1942.

On motion by Committeewoman Mrs. Conant it was voted to make part of the records the following communication from the Office of Price Administration and the Commissioner of Education and that a copy of these communications be sent to each school:

Office of Price Administration
Office of the State Director

Boston, Mass.

November 5, 1942.

Mr. Michael E. Fitzgerald
Superintendent of Schools

Cambridge, Mass.

Dear Mr. Fitzgerald:

Now that registration for fuel oil rationing has been completed and under very adverse circumstances, I want to extend to you my thanks for the valuable assistance you have rendered the Government. This was both a bigger and more difficult task than any other rationing assignment Because of the nature of the commodity rationed it was more important to the people. In the absence of the proper supply of instructing materials it was a severe tax upon the ingenuity of us all. Lacking an adequate supply of registrations forms, the actual registration was harassing and vaxatious in the extreme

Nevertheless, under all the handicaps the school system operated superbly and you and your associates are entitled to congratulations upon the manner in which you met the challenge.

Very sincerely yours,
HENRY PARKMAN, Jr., Director

Commonwealth of Massachusetts
Department of Education

November 13, 1942.

To Superintendent of Schools:

Please accept for yourself, each principal, each teacher, each secretary and other personnel, my personal appreciation for your continued cooperation with the local rationing board in handling the difficult procedure relating to fuel oil rationing.

Due to circumstances over which no State official had control, there has been confusion which has made more difficult this complicated task. However, everyone in the Massachusetts school system has, as usual, come through with flying colors. For these efforts as always, the public has given consistent high praise.

On November 17, 18 and 19, the remainder of this work will be done. Again complications are foreseen which it is impossible to avoid. Realizng these facts, I know that each one will continue. under very trying circumstances, to assist in working out this serious problem. To each Superintendent, let me say that if technicalities prove so complicated that they are not clearly understood, the only course to follow is to use his own sound judgement and common sense.

In the Schools' part of this program, we are cooperating with and assisting local rationing boards. These boards are responsible for all procedures relating to the "tailoring" of the coupon books. Because of the fact that in most communities the task is of great magnitude, the rationing boards have assigned as deputies teachers and other school officials.

While teacher assist by this or by any other means, they are not interpreting, but are strictly following regulations received from Washington authorites. It is not the function of a teacher to ration anything. This is left to government authorities.

This task of our teachers is essential war work. During a period of war, complexities and sometimes confusion result. However, we know this; that our nation is in a period of great trial. Regardless of the perplexities involved, we dedicate ourselves to this and any other patriotic task which may lie ahead.

Very truly yours,
WALTER F. DOWNEY

Commissioner of Education.

A communication was received from the Cambridge Rationing Board requesting permission to use Room 259 at Rindge Technical School on Tuesday evening, November 17, 1942, for the purpose of instructing tire inspectors in relation to the new mileage rationing program. On motion by Committeeman Fitzgerald it was voted that permission as requested be granted.

The following communication was presented from the Central Square Business Mens' Association:

Central Sq. Business Men's Asso.

Cambridge. Mass.

November 13, 1942.

Mr. M. E. Fitzgerald,
Supt. of Cambridge Public Schools,
1700 Cambridge Street,
Cambridge, Mass.
Dear Mr. Fitzgerald

The members of the Central Square Business Men's Association have employed a great number of Cambridge School girls in their stores during the Christmas Season. The Retail Committee have determined upon their Christmas schedule of closing hours as follows: Beginning Monday, December 14 and continuing through Friday, December 18 the stores will close at 9:30 p.m.; Saturday, December 18, the stores will close at 10:00 p.m.; Monday, December 21 through Wednesday, December 23 at 10;00 p.m., and on Thursday, Christmas Eve, at 9:00 p.m.

The stores will be dependent upon the school girls this year more than ever because of the help situation. Since the school vacation period does not coincide with the Christmas Sales days, would it be possible to give permission to be absent during the Christmas sales day to girls, 16 years of age or over who would welcome an opportunity to earn and serve in this war - time emergency?

Your helpful interest and suggestions will be appreciated.

Very truly yours,

ANDREW L. MOORE

On motion by Committeeman Fitzgerald it was voted that the communication from the Central Square Business Men's Association be referred to the Assistant Superintendent for detailed report and recommendation.

The Superintendent recommended that the sum of $1500., be transferred from the appropriation "Repairs" to the following appropriations:

Furniture and Furnishings	$700
Janitors' Supplies	800.

Vice-Chairman Dr. Cassidy in the chair.

On motion by Mayor Corcoran it was voted that the recommendation for the transfer of $1500., be referred to the Committe on Buildings and Grounds.

A communication was presented from Dr. S. B. Kelleher, Chairman of the Health Section, Civilian Defense Committee, requesting permission to sponsor a poster contest in the Cambridge Public Schools, with a motiff of nutrition and its relation to the war effort. The Assistant Superintendent recommended that permission as requested be granted and on motion by Committeeman Fitzgerald it was voted to approve the Assistant Superintendent's recommendation.

The Assistant Superintendent presented a suplementary list of applicants for evening school teaching positions and on motion by Committeeman Fitzgerald it was voted that this list be made part of the records:

Philip H. Diehl
John T .Fitzgerald
Marie C. Messer
Mary Galvin Murphy

On motion by Committeeman Fitzgerald it was voted to make part of the records the following list of Parent-Teacher-Pupil meetings as presented by the Assistant Superintendent:

Parent-Teacher-Pupil Meetings
Fall of 1942

Girls' Vocational	November 20
(Friday)	2:00 p.m.
Webster	November 23
(Monday)	7:00 p.m.
Fletcher	November 23
(Monday)	7:30 p.m.
Kelley	November 23
(Monday)	7:30 p.m.
Peabody	November 23
(Monday)	7:30 p.m.
High and Latin	November 30
(Monday)	7:30 p.m.
Agassiz	November 30
(Monday)	7:30 p.m.
Hagerty	November 30
(Monday)	7:30 p.m.
Sleeper	December 1
(Tuesday)	2:30 p.m.
Houghton	December 1

(Tuesday)	7:15 p.m.
Roberts	December 1
(Tuesday)	7:30 p.m.
Thorndike	December 1
(Tuesday)	7:30 p.m.
Rindge Technical and Boys' Vocational	December 2
(Wednesday)	7:30 p.m.
Ellis	December 2
(Wednesday)	7:30 p.m.
Longfellow	December 2
(Wednesday)	7:30 p.m.
Russell	December 2
(Wednesday)	7:30 p.m.
Abraham Lincoln	December 9
(Wednesday)	7:30 p.m.
Morse	December 9
(Wednesday)	7:30 p.m.
Putnam	December 9
(Wednesday)	7:30 p.m.
Wellington	December 9
(Wednesday)	7:30 p.m.
Willard	December 11
(Friday)	2:30 p.m.
Gannett	December 17
(Thursday)	2:30 p.m.

The following report was presented by the committee appointed to study and report on the advisability of making adjustments in the sick-leave and vacation allowances for janitors in the School Department:

Monday, November 16, 1942

Present
Committeeman Dr. Cassidy
Committeewoman Mrs. Conant
Committeeman Mr. Fitzgerald

The committee received reports from the cities of Worcester, Somerville, Newton, Lynn and Springfield, relative to the sick-leave and vacations allowed janitors and at present have these reports under consideration A full report will be made at a later date.

Respectfully submitted,

Dr. Cassidy
Mrs Conant
Mr. Fitzgerald

A communication was received from Stuart B. Kaiser, 41 Linnaean Street, Cambridge. offering a fine framed photograph of the well-known Greek marble "The Wrestlers" to the Peabody School. On motion by Committeeman Fitzgerald it was voted that this communication be referred to the Committee on Buildings and Grounds.

On the following roll-call it was voted on motion by Committeeman Fitzgerald. to adopt the Superintendent's recommendation, as submitted at the meeting of November 2, 1942 "that Francis J. Carney, teacher at the High and Latin school be temporarily appointed Acting Master of the Russell School at a salary of $3,100., per year effective November 3, 1942:" Committeemen Dr. Cassidy, Mrs. Conant, Fitzgerald, Wood and Mayor Corcoran voting yes. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

The chair announced that the motion before the committee was the motion presented at the meeting of November 2, 1942 to rescind the vote "that Patrick J. Moynihan, CPA., be engaged for a year to audit the accounts of the School Department every three months beginning December 1, 1942 at a fee of $1000." Committeeman Fitzgerald moved adoption of the motion to rescind but on the following roll-call the motion to rescind failed to receive five affirmative votes as required by the rules of the School Committee: Committeemen Dr. Cassidy, Fitzgerald and Wood voting yes; Mrs. Conant and Mayor Corcoran voting no.

On motion by Committeeman Wood it was voted to take from the table the motion that the Gannett school be closed. Committeeman Wood moved adoption of this motion, trusting same would not prevail: On the following roll-call the motion to close the Gannett School failed of adoption Mayor Corcoran, voting yes; Committeemen Dr. Cassidy, Mrs. Conant, and Mr. Wood voting no. Committeeman Fitzgerald not voting.

On motion by Vice-Chairman Dr. Cassidy it was voted to take from the table the proposed amendment to the rules ,as presented at the meeting of October 19, 1942, "that Vacations of clerks assigned to the high school offices shall be regulated as heretofore": On the following roll-call it was voted to amend the rules by adding "Vacations of clerks assigned to the high school offices shall be regulated as heretofore": Committeemen Dr. Cassidy, Fitzgerald and Wood voting yes; Committeewoman Mrs. Conant and Mayor Corcoran voting no.

On motion by Committeewoman Mrs. Conant, it was voted that the Superintendent report to the School Committee at the next meeting whether - (1) the present number and quality of text books in our schools is adequate and - (2) if not entirely satisfactorily that he inform the School Committee how much money it will take to remedy this difficulty and from what item such money may be transferred.

Vice-Chairman Dr Cassidy in the chair

Mayor Corcoran moved that the Gannett School be closed. After considerable discussion Mayor Corcoran was given unanimous consent to withdraw this motion.

Mayor Corcoran moved to rescind the vote adopting the motion "that Vacations of clerks assigned to the High School offices shall be regulated as heretofore." In accordance with the rules the motion to rescind lays on the table.

Mayor Corcoran in the chair.

Vice-Chairman Dr. Cassidy moved that the matter of the proposed audit of the School Department books be referred to the next budget. The chair ruled the motion out of order because a motion to rescind a vote authorizing the audit had failed at this meeting and it cannot come up again at this meeting. Vice-Chairman Dr. Cassidy then moved that the sum of $1000., for payment of Patrick J. Moynihan, C.P.A., be referred to the budget. The chair ruled the motion out of order for the same reason as previously stated. Committeeman Wood appealed from the ruling of the chair. The chair then stated that Vice-Chairman Dr. Cassidy's motion lays on the table in accordance with the rules. Committeeman Wood withdrew his appeal from the ruling of the chair and the chair ordered Vice-Chairman Dr. Cassidy's motion laid on the "Calendar"

Committeeman Wood presented the following proposed amendment to the rules which lays on the "Calendar" in accordance with the rules: "That motions or rules governing rescinding be eliminated from the rules of the School Committee and that there be no rule governing rescinding".

On motion by Committeeman Wood it was voted that the secretary cc vey to M. E. Fitzgerald, Superint dent of Schools. the School Comr tee's sincere sympathy in the illn of his wife.

Committeeman Fitzgerald presented the following proposed amendment to the rules: "That the effective date of the amendment to the rules relating to sick-leave for teachers be as of September 1, 1942." This proposed amendment to the rules lays on the "Calendar" in accordance with the rules.

On motion by Vice-Chairman Dr. Cassidy it was voted that the masters of both high schools be asked to come to the next meeting of the committee and submit at that time a report of the number of vacancies, if any, which exist.

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, December 7, 1942

REGULAR MEETING:

Members present: Committeemen Dr. Cassidy. Mrs. Conant. Fitzgerald, Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Committeeman Wood it was voted that the minutes of the meeting of November 16, 1942 be approved as printed.

It was unanimously agreed to suspend the regular order of business for the purpose of hearing the headmasters of the Rindge Technical and High and Latin Schools in accordance with a motion passed at the meeting of November 16, 1942, requesting them to be present at this meeting. Both headmasters were questioned with relation to the number of teachers who have resigned, retired or have been granted leave of absences, and whether or not new teachers would be required to fill any of these vacancies. Both agreed that at the present time, by consolidation of classes, etc,, they feel that their classes can be taken care of satisfactorily with the present personnel

The rules were again suspended for the purpose of allowing Dr. Cronin, Chief Air Raid Warden. to appear before the committee. Dr. Cronin stated that there were three matters he wished to bring to the committee's attention. The first was the fact that the Protection Division of the Cambridge Committee on Public Safety is distributing a number of special type fire-extinguishers to the various school houses wherever needed at no cost to the School Department. The second matter was the fact that it has been reported that Air Raid Wardens using the school buildings have been smoking within the building in direct violation of the rules of the School Committee and for the purpose of preventing this happening in the future the Protection Division will assign Auxiliary policemen at all meetings of the District Wardens held in the school buildings to prevent violations of the rules of the School Committee and also to prevent unauthorized persons from entering the buildings during the time they are being used by the wardens. Thirdly, Dr Cronin announced that there has been installed in each school building a two-way radio set for communication with ARP headquarters in the event of an emergency and that by a decree of the Federal Radio Commission these sets must be tested twice a week for the next two months. These tests will be conducted on Wednesdays between 10 p.m. and 12 m., and on Sundays between 5:00 p.m. and 11 p.m. Dr. Cronin stated that while he was aware of the rule of the school committee that a janitor must be in the building when it is being used, this would work a tremendous financial hardship on the Public Safety Committee if these janitors are to be paid each time the apparatus is tested aid requested permission to secure keys for all the buildings so that they may be entered without the services of a janitor. All keys are to be kept in the custody of the Communications Officer, Mr. Wm. McKinley. Dr. Cronin stated that the men selected to make these tests have been checked thoroughly by the Cambridge Police and the FBI and that a complete roster will be kept of each individual who enters the building and the time they leave and this roster will be filed with the secretary once a week so that the School Committee can at all times have an exact check on the hours the school buildings are being used for this purpose.

On motion by Committeeman Fitzgerald it was voted that the Protection Division of the Cambridge Committee on Public Safety be granted permission as requested and as outlined by Dr Walter Cronin, Chief Air Raid Warden

A communication was received from Daniel Sullivan, formerly janitor at the Fletcher School, who was recommended for retirement at the meeting of October 19, 1942. Mr. Sullivan stated that he had been employed as an engineer but that he has been retired as a custodian at an income which is too small to live on under present conditions and, therefore.

asks the school committee to rescind the vote recommending his pension and reinstate him in the School Department as a second-class engineer. Committeeman Dr. Cassidy moved that Mr. Sullivan's request be granted and the action of the committee be rescinded. After considerable debate it was voted to adopt a substitute motion by Committeeman Fitzgerald that the matter be tabled and the secretary communicate with the Commission of Civil Service setting forth the facts in the case and requesting him to advise the School Committee as to the proper procedure to follow in order to retire Mr. Sullivan in accordance with Chapter 290 of the Acts of 1936.

It was voted to make part of the records a communication from the family of Charles S. Robart, late father of Committeeman Robart, acknowledging with appreciation the School Committee's kind expression of sympathy.

It was voted that permission be granted to the High and Latin School and Rindge Technical School to participate in the 1943 Boston Herald Spelling Bee.

A communication was received from the Cambridge Lions Club requesting permission to distribute and sell tickets for the matinee concert by Rubinoff the celebrated violinist to be held in Rindge Auditorium on the afternoon of December 11. On motion by Committeeman Wood it was voted that permission be granted to sell tickets at the Headmaster's office only and tickets are not to be brought from room to room.

A communication was presented from John V. Murphy, teacher at the High and Latin School, advising that because of illness he will not be able to continue as Coach of Track at the High and Latin School. On motion by Vice-Chairman Dr. Cassidy it was voted to accept Mr. Murphy's resignation as Coach of Track at the High and Latin School.

The Superintendent reported that the following teachers, having been inducted into the armed forces, have been granted leave of absence for the duration of the war in accordance with the rules of the School Committee:

David D. Ronan, High and Latin School, effective November 2, 1942.
Samuel J. Cohen, Rindge Technical School, effective December 4, 1942.

The Superintendent recommended that Mary J. Conlin, teacher at the Webster School, be appointed 8th grade teacher at the Webster school at a salary of $1838.00 per year effective Sept. 14, 1942. On the following roll-call it was voted to approve the Superintendent's recommendation: Committeemen Dr. Cassidy. Mrs. Conant, Fitzgerald, Wood and Mayor Corcoran voting yes.

The Assistant Superintendent presented a communication from Miss J. Madalene Winslow advising that at the meeting of Sept. 15, 1942 she was transferred from teacher at the opportunity class to teacher at the Vocational School for Girls but that she had not received the increase in salary which is paid Vocational Teachers. On motion by Committeeman Fitzgerald it was voted that Miss Winslow's request be referred to the 1943 budget.

It was voted to make part of the records the following financial report:

SUPPLEMENTARY FINANCIAL REPORT

Appropriation	Balance Nov. 30, 1942	Estimate of Accounts Payable	Balance
Administration Salaries	$5,908.29		$5,908.29
General Expenses	1,063.06	....	1,063.06
Teachers Salaries - Days	137,705.03	....	137,705.03
" " Substitutes	923.00	1,064.00	Def. 141.00
" " Physician	1,000.00	....	1,000.00
" " Athletics	2,018.37	....	2,018.37
" " Evening	3,100.24	....	3,100.24
" " Americaniza.	532.00	....	532.00
Teachers Examinations	500.00	....	500.00
Textbooks	2.544.15	508.56	2,035.59
Supplies	11,387.53	5.699.25	5,688.28
Nursery Class Supplies	129.21	105.02	24.19
Tuition	73125	156.95	574.30
Transportation of Pupils	880.00	58.00	822.00
Fuel	6,002.49	1,587.97	4,414.52
Heating at Rindge	4,724.04		4,724.04
Light & Power at Rindge	568.43	582.08	Def. 13.64
Light	3,599.39	30.44	3,568.95
Power	453.26		453.26
Janitors Salaries	17,173.79	....	17,173.79
Repairs	4,730.19	....	4,730.19
Janitors Supplies	695.48	667.74	27.74
Furniture and Furnishings	805.57	300.00	505.37
Other Expenses	789.74		789.74
Athletic Clothing	1,163.97	9.17	1,154.80
Minors License Refunds	9.00		9.00
Kindergarten Xmas Expenses	90.00	....	90.00
Pensions	1,361.10	....	1,361.10
Milk Fund	750.00	....	750.00
	$211,338.58	$10,769.17	$200,260.13

FINANCIAL REPORT FOR NOVEMBER, 1942

	Appropriation	Expended to Nov. 1	Expended during November	Total	Balance
Administration Salaries	$66,136.66	$54,841.83	$5,386.54	$60,228.37	$5,908.29
General Expenses	8,460.00	6,950.83	446.11	7,396.94	1,063.06
Teachers Salaries Day	1,400,932.15	1,154,593.89	108,633.23	1,263,227.12	137,705.03
Substitutes	12,000.00	9,931.00	1,146.00	11,077.00	923.00
Pos. Physician	3,000.00	2,000.00		2,000.00	1,000.00
Athletics	8,100.00	5,858.30	223.33	6,081.63	2,018.37
Evening Schools	11,000.00	6,223.00	1,676.76	7,899.76	3,100.24
Americanization	2,500.00	1,524.50	443.50	1,968.00	532.00
Teachers Examinations	500.00				500.00
Text Books	16,000.00	12,499.32	956.53	13,455.85	2,544.15
Supplies	33,000.00	17,167.54	4,444.93	21,612.47	11,387.53
Nursery Class Supplies	1,500.00	1,131.21	239.58	1,370.79	129.21
Lunch Room Supplies	18,377.85	18,377.85		18,377.85	
Tuition	1,500.00	746.35	22.40	768.75	731.25
Transportation of Pupils	3,900.00	2,521.00	499.00	3,020.00	880.00
Fuel	33,500.00	27,123.56	373.95	27,497.51	6,002.49
Heating at Rindge	18,000.00	13,242.49	33.47	13,275.96	4,724.04
Light and Power at Rindge	3,400.00	2,461.45	370.12	2,831.57	568.43
Light	13,000.00	8,341.15	1,059.46	9,400.61	3,599.39
Power	1,500.00	938.72	108.02	1,046.74	453.26
Janitors Salaries	125,160.67	99,427.26	8,559.62	107,986.88	17,173.79
Repairs	14,000.00	8,049.12	1,220.69	9,269.81	4,730.19
Janitors Supplies	3,500.00	2,448.59	355.93	2,804.52	695.48
Furniture and Furnishings	1,500.00	546.72	147.71	694.43	805.57
Other Expenses	7,269.00	6,334.34	144.92	6,479.26	789.74
Athletic Clothing	2,000.00	836.03		836.03	1,163.97
Minors License Refunds	30 00	18.75	2.25	21.00	9.00
Kindergarten Xmas Expenses	90.00				90.00
Pensions	8,704.20	6,767.11	575.99	7,343.10	1,361.10
Retirement Fund Contribution	6,182.96	6,182.96		6,182.96	
Travel Outside State	277.75	277.75		277.75	
Special Survey Account	475.00	475.00		475.00	
Special Install New System	495.00	495.00		495.00	
One Cent Milk Fund	750.00				750.00
	$1,826,741.24	$1,478,332.62	$137,070.04	$1,615,402.66	$211,338.58

The Superintendent recommended adoption of the following text books, this recommendation to lay on the "Calendar" in accordance with the rules:

PUBLISHED BY HOUGHTON MIFFLIN COMPANY

Songs of Many Lands, by Surette's
Songs of Freedom by Davison
Aviation Mathematics

PUBLISHED BY HARCOURT BRACE AND COMPANY

The Story of American Democracy, by Casner and Gabriel

PUBLISHED BY MACMILLAN CO.

Elementary School Science for the Air Age, by Arey
Science of Pre-Flight Aeronautics

The Assistant Superintendent reported that Miss Gertrude B. Duffy, Supervisor of Measurements and Adjustments has recommended that because of the small enrollment in the Special Class at the Ellis School, (four in number), that this class be abolished and its members transferred to the Special Class at the Russell School and that these children be transported by the Cambridge Taxi Company from the Ellis School and back each day at a cost of $1 a day. The Assistant Superintendent recommended that Miss Duffy's recommendation be adopted

The Superintendent recommended that Mary G. Sullivan be transferred from Special Class teacher at the Ellis School to Special Class Teacher at the Longfellow School, effective December 8, 1942; that Catherine A. Howard be transferred from Special Class Teacher at the Longfellow School to Junior Industrial Class Teacher at the Wellington School, effective December 8, 1942; that John F. Temple, be temporarily transferred from teacher at the Wellington School, to teacher of History at the Rindge Technical School, at a salary of $1850 per year, effective December 8, 1942. On motion by Vice-Chairman Dr Cassidy it was voted that these transfers of teachers be referred to executive session.

It was voted to make part of the records the following report as submitted by the Superintendent, relative to the sale of war savings stamps and bonds in the public schools:

September	$4.185.40
October	11,340.70
November	14,218.50
TOTAL	$29,744.60

On motion by Vice-Chairman Dr. Cassidy it was voted to grant permission to the Cambridge Tuberculosis and Health Association to sell Christmas Seals in the public schools.

A communication was received from Mrs. Kenneth Bainbridge, of the Cambridge League of Women Voters asking permission for a small group representing the League of Women Voters to visit the lunchrooms and eat lunch at the Cambridge High and Latin School on December 10 or 11. On motion by Committeeman Wood it was voted, on the following roll-call, that the permission requested be granted without restriction as to the day of the visit: Committeemen Dr. Cassidy, Mrs Conant, and Mr. Wood voting yes; Committeeman Fitzgerald and Mayor Corcoran voting no.

The Director of Music, Benedict FitzGerald, recommended that because of transportation and other difficulties caused by the war, that the Christmas Carol program usually conducted by the school children, be discontinued this year. On motion by Committeewoman Mrs. Conant it was voted to approve this recommendation.

The Superintendent recommended that in addition to the sums previously appropriated to "Teachers' Salaries-Substitutes" the sum of $1,400. be appropriated to "Teachers' Salaries - Substitutes" said sum to be provided by transfer from "Teachers' Salaries-Day Schools" and in addition to the sums previously appropriated to "Nursery Class Supplies" that the sum of $200. be appropriated to "Nursery Class Supplies", said sum to be provided by transfer from "Supplies". On the following roll-call it was voted on motion by Committeeman Wood to adopt the Superintendent's recommendation:: Committeemen Dr. Cassidy, Mrs Conant, Fitzgerald, Wood and Mayor Corcoran voting yes.

A communication was received from the Social Services Section of the National Defense Committee of Cambridge, asking permission to interview the principals of the Thorndike, Roberts, Webster, Houghton, Abraham Lincoln and Longfellow Schools for the purposes of (a) to gather information relative to the number of children whose parents are known to be working, (b) to gather information regarding children who stay at home for lunch, (c) to learn from the Principals whether there are increasing problems relative to working parents, such as truancy, etc., and (d) to learn whether the Nursery Schools are running to capacity and to learn whether the capacity could be increased, either by additional space or additional teachers. On motion by Committeeman Fitzgerald it was voted that the permission requested be granted.

Vice-Chairman Dr. Cassidy, reporting for the sub-committee appointed to study and recommend on the advisability of making adjustments in the sickleave and vacation allowances for janitors in the School Department, presented the following proposed amendment to the rules which lays on the "Calendar" in accordance with the rules

SICK - LEAVE:

Section 1. All janitors, custodians and watchmen shall, for the first year of service, be granted five (5) working days with pay. After the first year of service, all janitors, custodians and watchmen shall be granted seven (7) working days with pay. Such periods of leave not granted in any year may be accumulated from year to year but the accumulation shall not exceed fifty (50) working days.

Section 2. Sick leave shall be deemed to include necessary absence on account of illness or injury of the employee or his exposure to a contagious disease or other emergencies which in the opinion of the Superintendent of schools justify the absence of the employee. In case of death in the immediate family, four days shall be granted without loss of pay.

Section 3. In case of sick-leave in excess of five days in one month the Superintendent of schools may require evidence in the form of a physician's certificate, as to the necessity for such absence and, if in the opinion of the Superintendent, said absence is not necessary such leave shall be without pay.

Section 4. No employee shall be entitled to a leave of absence with pay on account of sickness in excess of his accumulated leave, except upon specific approval of the school committee. The Superintendent of schools shall keep a register showing records of attendance of all employees affected by the forgoing sections and a record of leaves of absences approved under this section.

VACATIONS:

Section 1. Vacation allowances shall not exceed the following: Upon completion of a period of service of less than one year on June 1st, one days vacation for each month served; upon completion of a period of service of one year but less than five years on June 1st, two weeks vacation. upon completion of a period of service of five years on June 1, three weeks' vacation.

Section 2. Vacations must be taken in full during the calendar year and while the schools are not in session, unless otherwise voted by the School Committee. Vacations shall not be accumulated if not taken in full during the calendar year.

This amendment to be affective as of the beginning of the school year 1942.

The following report of the Committee on Buildings and Grounds was presented:

COMMITTEE ON BUILDINGS AND GROUNDS

Monday, December 7, 1942

PRESENT Committeemen Fitzgerald, Mrs. Conant, and Mayor Corcoran.

It was voted to recommend acceptance of the photograph of the well-known Greek marble "The Wrestlers" which has been offered to the Peadody school by Mr. Stuart Kaiser with the provision that said photograph is acceptable by the Master of the Peabody School.

It was voted that action on the recommended transfer of $1500 from "Repairs" to "Furniture and Furnishings" and "Janitors' Supplies" be held in abeyance and that the Assistant Superintendent be invited to attend the next meeting of the Committee on Buildings and Grounds.

It was voted to recommend that the sum of $500 be transferred from "Repairs" to "Light and Heat at Rindge".

It was voted to approve the purchase from the Cambridge Gas Light Co., of an Electrolux Refrigerator at a price of $226 and a gas range at a price of $93.50 but that said items are not to be installed pending further instructions.

It was voted to recommend that the first three names appearing on the Civil Service Janitors' List be permanently appointed as janitors in the School Department at a salary of $30 per week.

It was voted to approve for payment a bill of James J. Cassidy, in the amount of $196., for packing all steam expansion joints in the steam line running from Fire Headquarters building to the Rindge Technical School.

It was voted to approve for payment the bill of Herbert Marshall, electrician, in the amount of $70.00 for electrical work at the Rindge Technical School.

It was voted that the bid of the Merrill Shade and Screen Company, amounting to $129 being the lowest responsible bidder, be accepted for installing curtains at the Thorndike School at a price of $129.

It was voted to approve the expenditure of $75 for repairing the roof at the Thorndike School.

It was voted to recommend that the sum of $30 be transferred from Department Receipts to Repairs for the purpose of reimbursing the School Department for a like expenditure to repair damage to the high school building caused by a truck, this amount having been paid to the city by the insurance company.

It was voted to recommend that the Board of Library trustees be granted permission to use two rooms on the first floor of the southerly side of the Willard School for a branch library, with the provision that all expenses for alterations, heat, janitor service and all expenses for repairs and alterations to adapt these rooms be paid by the Board of Library Trustees.

Respectfully,
Committee on Buildings and Grounds

On motion by Committeeman Fitzgerald it was voted, on the following roll-call to accept the report and to adopt the recommendations contained in the report of the Committee on Buildings and Grounds: Committeemen Dr. Cassidy, Mrs. Conant, Fitzgerald, Wood and Mayor Corcoran voting yes. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Vice-Chairman Dr. Cassidy in the chair.

Mayor Corcoran moved adoption of the motion to rescind the vote, passed at the meeting of November 16, 1942 adopting the motion "that vacations of clerks assigned to the high school offices shall be regulated as heretofore". On the following roll-call the motion to rescind failed of adoption: Committeewoman Mrs. Conant, and Mayor Corcoran voting yes; Committeemen Dr. Cassidy, Fitzgerald, and Wood voting no.

Mayor Corcoran in the chair.

Vice-Chairman Dr. Cassidy moved adoption of the motion presented at the meeting of November 16, 1942, "that the sum of $1000 for the payment of Patrick J. Moynihan, CPA., be referred to the budget." The chair ruled the motion out of order for the reason that Mr. Moynihan has already undertaken his contract by vote of the School Committee and, having undertaken the work, the School Committee is obliged to pay him. Committeeman Wood raised a point of order that this motion was presented at the last meeting and in accordance with the rules it was laid on the table and any ruling of the chair that this motion is or is not in order should have been made at the time the motion was filed. The chair stated that the motion was not properly before the committee at the last meeting and the motion was simply presented and laid on the table in accordance with the rules. Committeeman Wood then appealed from the ruling of the chair. On the following roll-call the chair was sustained: Committeemen Fitzgerald, Mrs. Conant, and Mayor Corcoran voted to sustain the chair; Committeemen Dr. Cassidy and Mr. Wood voted not to sustain the chair.

Unanimous consent was given Committeeman Wood to withdraw the proposed amendment to the rules, as presented at the meeting of Nov. 16, 1942, "that motions or rules governing rescinding be eliminated from the rules of the School Committee and that there be no rule governing rescinding."

On motion by Committeeman Fitzgerald it was voted to adopt the proposed amendment to the rules, as presented at the meeting of November 16, 1942 "that the effective date of the amendment to the rules relating to sick-leave for teachers be as of Sept. 1, 1942."

Vice-Chairman Dr. Cassidy in the chair.

Reporting on the request of the Central Square Business Men's Association that girls 16 years of age or over be allowed to be absent during the Christmas Sales days, the Assistant Superintendent stated that after discussing the matter with the headmasters of the high schools it was felt that it might be well to permit pupils who are passing in their studies to leave at the end of the fourth period, with permission of the headmaster, and the headmasters feel that the fifth and sixth periods can be made up when schools reopen in January. Students must also receive the consent of their parents. Committeeman Fitzgerald moved that the pupils in both schools who have attained their 16th birthday and who have received the consent of their parents to obtain employment during the period December 14 to December 22 shall be given the right to be dismissed at the end of the fourth period. On the following roll-call it was voted NOT to adopt Committeeman Fitzgerald's motion: Committeemen Fitzgerald and Wood voting yes; Committeemen Dr. Cassidy and Mrs Conant voting no; Mayor Corcoran not voting.

Committeeman Wood in the chair.

Committeewoman Mrs. Conant moved that such students as present written consent from their parents permitting them, and bring in a statement from employers stating that they will be given a position, and who are doing passing work, may with the approval of the headmaster, be granted permission to be excused from school at the end of the fourth period. Committeeman Fitzgerald raised a point of order that his motion had followed closely the recommendation of the Assistant Superintendent and as this has already been disposed of Committeewoman Mrs. Conant's motion is out of order The chair ruled that Committeeman Fitzgerald's point of order was not well taken and that Committeewoman Mrs. Conant's motion was in order. Vice-Chairman Dr Cassidy offered a substitute motion that all boys and girls 16 years of age or over, who are desirous of working after school must attend at least five periods for at least five days before the close of the school, December 23, 1942. On the following roll-call it was voted not to adopt Vice-Chairman Dr. Cassidy's substitute motion: Committeemen Dr. Cassidy, and Mr. Fitzgerald voting yes. Committeemen Wood and Mrs. Conant, voting no; Mayor Corcoran not voting. The chair then ruled that inasmuch as there were no further motions before the committee relative to this matter that the request of the Central Square Business Men's Association be placed on file.

Mayor Corcoran in the chair

Relative to the motion "that the Superintendent report as to whether the present number and quality of texts in our schools is adequate, and if not entirely satisfactory that he inform the School Committee how much money it will take to remedy this difficulty and from what item such money may be transferred" the Assistant Superintendent presented a report from the Superintendent that the number of and quality of texts in our schools is adejuate.

Committeeman Wood presented the following proposed amendment to the rules, which lays on the "Calendar" in accordance with the rules: "Following hearings, votes upon the issues, if any vote is necessary, shall be referred either to New Business, Executive Session or Laid on the Table.

Committeeman Wood presented the following proposed amendment to the rules, which lays on the "Calendar" in accordance with the rules: "To sustain the ruling of the presiding officer on an appeal from the decision of the chair, a majority vote of those present shall be required. The question - Shall the ruling of the chair be sustained."

A motion by Committeeman Wood "that Patrick J. Moynihan, CPA., be requested to appear before the School Commitee at the next meeting to explain his plans and methods for his audit of the Scool Department books" was lost on the following roll-call: Committeeman Wood voting yes; Committeemen Dr. Cassidy, Mrs. Conant, Mr Fitzgerald and Mayor Corcoran voting no.

It was voted on motion by Vice-Chairman Dr. Cassidy that the Superintendent consider the advisability of transferring all special class students to one centrally located school.

Committeewoman Mrs Conant presented the following proposed amendment to the rules, which lays on the "Calendar" in accordance with the rules: That the rules of the School Committee be amended by striking out the rule requiring members of the School Department personnel to secure permission of the Superintendent before consulting members of the School Committee regarding school matters.

On motion by Vice-Chairman Dr. Chairman Dr Cassidy. it was voted to refer to the budget a motion that the entire personnel of the School Department be given a $200 increase in salary.

On motion by Committeeman Wood it was voted, on the following roll-call to adjourn: Committeemen Fitzgerald, Wood and Mayor Corcoran voting yes; Committeemen Dr. Cassidy and Mrs. Conant voting no.

ADJOURNED:
EDWARD J. O'CONNELL
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, December 21, 1942

REGULAR MEETING:

Members present: Committeemen Dr. Cassidy, Mrs. Conant, Fitzgerald, Wood and Mayor Corcoran.

On motion by Committeeman Wood it was voted that the records of the meeting of December 7, 1942 be approved as printed.

A communication was received from Eva M Ruggli, teacher at the High and Latin School asking that some action be taken on her request for leave of absence, submitted in May, 1942, for the months of May and June because of illness. It was voted that the communication be referred to the Assistant Superintendent for report and recommendation.

The Superintendent reported the death on December 12, 1942, of J. Gordon Whoriskey, clerk assigned to the stock room and advised that Mr. Whoriskey was originally appointed book clerk in the High and Latin School in 1931 but in this past year, under a reorganization plan, he was transferred to the School Department stock room. The Superintendent further advised that Mr Whoriskey was a loyal, efficient and conscientious employee and his loss will be severely felt by the School Department. On motion by Committeeman Fitzgerald and seconded by Committeeman Wood it was voted that the secretary transmit to Mr. Whoriskey's nearest of kin the School Committee's sincere sympathy and condolence upon learning of his death.

The Superintendent presented the resignation of Marie Barry McDonough, teacher at the Houghton School, effective January 1, 1943. On motion by Committeeman Fitzgerald it was voted that the resignation be accepted.

The Superintendent reported that John C. Landrigan, teacher at the Morse School, has been granted military leave of absence without stipend for the duration, because of his induction into military service, in accordance with the rules and effective December 15, 1942.

On motion by Committeeman Fitzgerald it was voted to approve the following transfers of teachers, as recommended by the Superintendent, said transfers to be effective December 14, 1942:

Felicia Zapolska, teacher, from Sleeper School to Agassiz School.
Mary F. Dolan, teacher, from Webster to Haggerty School.
Rose C. Toomey, teacher, from Webster School to Roberts School.
Lucille M. Kelly, teacher, from Welington School to the Putnam School.

On motion by Committeeman Fitzgerald it was voted, on the following roll-call, to adopt the Superintendent's recommendation that Lucille M. Kelly be appointed 8th grade teacher at the Putnam School at a salary of $1938. per year, effective December 14, 1942: Committeemen Dr. Cassidy, Mrs Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes.

Vice-Chairman Dr. Cassidy in the chair.

A motion by Mayor Corcoran to reconsider the vote appointing Lucille M Kelly as 8th grade teacher at the Putnam School, hoping same would not prevail, failed of adoption.

Mayor Corcoran in the chair.

The Superintendent recommended that the following Text Books be approved for use in the Cambridge Public Schools, this recommendation to lay on the "Calendar" in accordance with the rules:

PUBLISHED BY HARPER BROS.

Thus Be It Ever, by Molendky & Edwards

PUBLISHED BY FOLLETT CO.

The Old Word and Its Gifts, Grade 5 and up.

The New World and Its Growth, Grade 5 and up.

Our Southern Neighbors, Grade 6, and up.

Come and See (and Teachers

Guidebook)

PUBLISHED BY F. A. DAVIS CO.
Adventures in America, by Gast.
Our American Colonists, by Gast.
Our Story of our Republic, by Freeman
Romance of America, by Freeman.
A New Nation, by Freeman.
Living Together on the Farm, and In the Village, by Tubbs.
Living Together in Towns and Small Cities, by Tubbs.
Living Together in Large Cities, by Tubbs.

PUBLISHED BY GINN & CO.
Visits in Other Lands, by Atwood and Thomas.
The American Nations, by Atwood and Thomas.

The Superintendent recommended that the students of the High and Latin School and Rindge Technical School be granted permission to participate in the eighth annual Essay Contest sponsored by the Ladies Auxiliary of the Veterans of Foreign Wars. On motion by Committeeman Fitzgerald it was voted to adopt the Superintendent's recommendation.

The Superintendent presented the following communication from the State Department of Education relative to the Treasury Department Typewriter Procurement Program:

Commonwealth of Massachusetts
Department of Education

November 12, 1942

U. S GOVERNMENT REQUEST 20 PERCENT OF ALL SCHOOL TYPEWRITERS

To Superintendents of Schools:
Enclosed are copies of letter received from (1) U. S. Commissioner John W. Studebaker, and (2) Donald M. Nelson, Chairman of the War Production Board.

In brief ,the substance of these letters gives convincing evidence of the Federal need of additional typewriters. On October 31, 1942, the manufacture of new typewriters stopped. Mr. Nelson states --

"Despite the urgent need for new typewriters, there is greater need for guns, bomb sights, anti-tank shells, fuses and many other precision fighting implements which the office machinery manufacturers are particularly well adapted to make, and consequently the industry has been converted to war production."

In accord with this request, all superintendents of schools are asked to cooperate in this new war emergency. A sufficient supply of form No. 810, Treasury Department Procurement Divisions, entitled "WPB-Treasury Department Procurment Program", is enclosed. Five copies are required by each town and city, one to be retained as a file copy and four to be sent to my office by December 14, 1942.

The Assistant Superintendent advised the Committee that it is the Superintendent's opinion that the School Department has no typewriter's to spare and Committeeman Fitzgerald moved that the Commissioner of Education be so notified. Committeeman Fitzgerald then withdrew his motion "to notify the Commissioner of Education" and moved that the request for 20 percent of the department typewriters be denied. It was then voted to adopt a motion by Committeeman Wood that this matter be tabled.

Vice-Chairman Dr. Cassidy moved that Charles V. Lally, presently employed as clerk-typist on the National Defense Training Program, be appointed as clerk in the School Department and assigned to the stock room to fill the vacancy caused by the death of J. Gordon Whoriskey. Committeeman Fitzgerald moved to amend this motion by adding that "the salary for this position shall be $35.00 per week". On the following roll-call it was voted to adopt Committeeman Fitzgerald's amendment: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes. It was then unanimously voted to suspend the rules for the purpose of taking action, at this meeting, on the appointment of Mr Lally as clerk in the School Department. It was then voted on the following roll-call to adopt Vice-Chairman Dr. Cassidy's motion "that Charles V. Lally, presently employed as clerk-typist on the National Defense Training program, be appointed clerk in the School Department and assigned to the stockroom to fill the vacancy caused by the death of Mr. J. Gordon Whoriskey", as amended by Committeeman Fitzgerald to read "that the salary for this position be $35.00 per week": Committeemen Dr. Cassidy, Mrs Conant, Mr. Fitzgerald, Mr Wood and Mayor Corcoran voting yes.

It was voted to lay on the table the following recommendation as submitted by the Superintendent relative to the employment of former elementary teachers as day-to-day substitute teachers:

IN SCHOOL COMMITTEE

December 21, 1942.

We are experiencing extreme difficulty in obtaining the services of day-to-day substitute teachers to take the places of permanent teachers in our elementary schools who are absent because of illness.

On several days during the past few weeks the permanent and substitute elementary eligible lists were exhausted and we were unable to send substitutes to take the places of absent teachers.

In view of the fact that the absences of permanent teachers increase during the first three months of the calendar year, I feel that some action should be taken at this time to prepare for the absences of teachers that are anticipated during this period.

I therefore recommend that the Superintendent be given the power in the emergency to secure services of former elementary teachers who have served as permanent teachers in the Cambridge school system and who are desirous of working as day-to-day substitute teachers at the established rate of $5.00 per day.

It is understood that in no case shall teachers employed under the foregoing recommendation be recommended for permanent appointment unless they qualify by examination under the rules of the Cambridge School Committee.

M. E. FITZGERALD,
Superintendent of Schools

The following report of the Committee on Buildings and Grounds was presented:

Committee on Buildings and Grounds

Monday, December 21, 1942.

Members present: Mayor Corcoran and Committeeman Fitzgerald.

It was voted to approve payment of a bill amounting to $18.50 to the Standard Electric Time Company for repairing the gong at the Peabody School.

It was voted to approve payment of a bill amounting to 108.34 for repairing the steam line at the Wellington School, said repairs being done by James S. Cassidy Co.

It was voted to refer to the Chief Custodian with power the matter of filling out the blanks relative to the conversion of oil burners at the High and Latin School and Webster School to coal burners.

It was voted to approve payment of a bil lamounting to $21.00 for two glass shelves for the science laboratory at the High and Latin School.

It was voted to recommend that a sum of $3100 be transferred from Teachers' Salaries-Day Schools to Heating at Rindge.

It was voted to recommend the transfer of $1245 to Furniture and Furnishings, both sums to be transferred from "Repairs".

It was voted to recommend that the Chief Custodian be granted power to negotiate with the City Manager relative to the payment of $1100., worth of bills from the Sewer Dept. for repairing the steam line which heats Rindge Technical School and the Fire Department and the Chief Custodian is instructed to reach some agreement with the City Manager before the deadline for payment of 1942 bills.

It was voted to recommend that

the Committee on Buildings and Grounds be granted full power to purchase a new automobile for the Chief Custodian because of the disability of his present car and the inability to have repairs to the present car.

It was voted to adjourn.

Respectfully submitted,
Committee on Buildings and Grounds

On motion by Committeeman Wood it was voted, on the following roll-call to accept the report of the Committee on Buildings and Grounds and adopt the recommendations contained therein: Committeemen Dr. Cassidy, Mrs. Conant, Mr Fitzgerald, Mr. Wood and Mayor Corcoran voting yes. A motion by Committeeman Fitzgerald to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Committeeman Fitzgerald it was voted to adopt the text books recommended by the Superintendent at the meeting of December 7, 1942.

Vice-Chairman Dr. Cassidy moved adoption of the following proposed amendment to the rules, relative to Janitors' sick-leave and vacations as presented at the meeting of December 7, 1942:

SICK - LEAVE

Section 1. All janitors, custodians and watchmen shall, for the first year of service, be granted five (5) working days with pay. After the first year of service, all janitors, custodians and watchmen shall be granted seven (7) working days with pay. Such periods of leave not granted in any year may be accumulated from year to year but the accumulation shall not exceed fifty (50) working days.

Section 2. Sick-leave shall be deemed to include necessary absence on account of illness or injury of the employee or his exposure to a contagious disease or other emergencies which in the opinion of the Superintendent of Schools justify the absence of the employee. In case of death in the immediate family, four days shall be granted without loss of pay.

Section 3. In case of sick-leave in excess of five days in one month the Superintendent of Schools may require evidence in the form of a physician's certificate, as to the necessity for such absence and if in the opinion of the Superintendent, said absence is not necessary such leave shall be without pay.

Section 4. No employee shall be entitled to a leave of absence with pay on account of sickness in excess of his accumulated leave, except upon specific approval of the school committee. The Superintendent of Schools shall keep a register showing records of attendance of all employees affected by the foregoing sections and a record of leaves of absences approved under this section.

VACATIONS:

Section 1. Vacation allowances shall not exceed the following: Upon completion of a period of service of less than one year on June 1st, one days vacation for each month served; upon completion of a period of service of one year but less than five years on June 1st, two weeks vacation; upon completion of a period of service of five years on June 1 ,three weeks' vacation.

Section 2. Vacations must be taken in full during the calendar year and while the schools are not in session, unless otherwise voted by the School Committee. Vacations shall not be accumulated if not taken in full during the calendar year.

This amendment to be effective as of the beginning of the school year 1942.

Committeewoman Mrs. Conant moved to amend this proposed amendment to the rules by striking out the words "Superintendent of Schools" wherever they appear and inserting in place thereof the words "Chief Custodian". On motion by Committeeman Fitzgerald it was unanimously voted to suspend the rules for the purpose of taking action at this meeting on Committeewoman Mrs. Conant's motion to amend the proposed amendment. It was then voted to adopt Committeewoman Mrs. Conant's motion to amend the proposed amendment by striking out the words "Superintendent of Schools" wherever they appear and inserting in place thereof the words "Chief Custodian".

It was then voted to adopt the foregoing amendment to the rules, relative to sick leave and vacations for janitors, as amended by Committeewoman Mrs. Conant. A motion by Dr. Cassidy to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Committeeman Wood it was voted to adopt the proposed amendment to the rules. as presented by him at the meeting of December 7, 1942, that "Following hearings votes upon the issues, if any vote is necessary, shall be referred either to New Business, Executive Session or Laid on the Table".

On motion by Committeeman Wood it was voted to adopt the proposed amendment to the rules, as presented at the meeting of December 7, 1942, that "To sustain the ruling of the presiding officer on an appeal from the decision of the chair a majority vote of those present shall be required. The question shall be - "Shall the ruling of the chair be sustained".

On motion by Committeewoman Mrs. Conant it was voted to adopt the proposed amendment to the rules, as presented at the meeting of December 7, 1942, by striking out the rule requiring members of the School Department personnel to secure permission of the Superintendent before consulting members of the School Committee regarding school matters.

On motion by Vice-Chairman Dr. Cassidy it was voted to take from the table and give leave to withdraw to the request of Wm. H. Lackie, janitor at the Sleeper School, for indefinite leave of absence.

On motion by Vice-Chairman Dr. Cassidy it was voted to take from the table the request of Daniel Sullivan that the School Committee rescind its vote recommending him for pension and that he be retained in the School Department as a second-class engineer. In connection with Mr. Sullivan's request the following communication was received from the Department of Civil Service:

Commonwealth of Massachusetts
Department of Civil Service

December 18, 1942.

Mr. Edward J. O'Connell.
Secretary - School Committee,
Cambridge, Mass.

Dear Sir:

Replying to your letter of Dec. 10, 1942, I wish to state that if a pension has not been granted to Mr. Daniel Sullivan, I will be very glad to consider any requisition that might be made on this office for his reinstatement.

Very truly yours,

ULYSSES J. LUPIEN,
Director.

It was voted on motion by Vice-Chairman Dr. Cassidy that Mr. Sullivan's request for pension be denied. It was then voted to adopt a motion by Vice-Chairman Dr. Cassidy that Daniel Sullivan be reinstated to the position of second-class engineer in the Cambridge School Department, effective October 19, 1942, provided no claim is made for compensation during his absence.

Relative to the request that he consider the advisability of granting a 5% increase the Superintendent advised that he is not familiar with the exact amount of unexpended balance of the 1942 budget but that if there is a surplus and the committee so desires, this surplus could be equally divided among the personnel in the form of a bonus. Committeeman Fitzgerald moved that the unexpended balance of the 1942 budget be prorated so that a raise in salary may be given to the teaching personnel of the School Department. The chair ruled that this motion must be offered under New Business.

Relative to the motion that he consider the advisability of transferring all special class students to one centrally located school, the Superintendent presented a report from Miss Duffy, Supervisor of the Department of Tests and Measurements and on motion by Vice-Chairman Dr. Cassidy it was voted to make this report part of the records:

REPORT REGARDING CENTRALIZATION OF SPECIAL CLASSES

Limited Centralization is in effect at the present time. The older Special Class boys with mental ages of nine years or more are assembled in Junior revocational Classes in two sections of the city, one at the Houghton and one at the Wellington. A similar arrangement is in effect for girls at the Longfellow School. We have however been careful to choose for these classes only those among the older pupils who seem able to care for themselves physically and socially in their trips to and from school. We have felt that the most retarded ones were too limited mentally to make these trips with safety.

Transportation Difficulties: Special difficulty presents itself in this respect. Since all parts of the city are represented on the membership rolls of the Special Classes, it would be necessary to arrange transportation facilities for a large number of these children. Supervision for them would be a necessity and it would require several persons to give it adequately, since children of this type demand more than the ordinary amount of care when traveling, owing to their impetuosity and lack of judgement.

Parental Attitudes: Parental cooperation is always difficult to secure in the matter of Special Class placement, even when the class is located in a school in the home district. It would no doubt be still more difficult if the school to be attended were farther from home. Though the law could require the attendance of properly selected children at a central school, the lack of harmony between school and home would add difficulty to an always delicate situation.

Objections Relating To Safety: Many of our retarded children show extremely poor judgement and weakness of will power in addition to their limited mental ability. Assembling them in one center would bring about grave problems of discipline and supervision. In the event of fire or of an air raid their presence in large numbers might easily prove disastrous to themselves and others.

Social Objections: It is the opinion of the State Department of Education and of Mental Health that Special Class Children should, as far as possible be housed with other children of their own social station. It is their opinion that these children should associate in their school life and in play with normal children of their own neighborhoods. They are expected to participate in general assemblies, athletic events, and other school activities as far as their limitations will permit. If all our retarded children were assembled in a single school they would form an unduly large proportion of that school's membership and hamper regular activities of the normal children.

Expenses: Little if any, financial savings would be effected since the enrollment is limited by State regulation to 18 pupils per teacher, and since the cost of transportation would have to be taken into account.

The Assistant Superintendent recommended that the Cambridge Junior Red Cross be granted permission to solicit memberships in the schools and advised that the membership cost 50 cents a room or approximately one penny per student. On motion by Committeeman Wood it was voted that permission be granted as recommended.

Vice-Chairman Dr. Cassidy in the chair.

On the following roll-call it was voted to adopt a motion submitted jointly by Committeeman Fitzgerald and Mayor Corcoran, that "In view of the fine performance and splendid cooperation, under very trying circumstances, of the entire staff of the School Department, that a bonus of $50.00 be paid all members of the School Department's personnel:" Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes. A motion by Committeeman Fitzgerald to reconsider this vote, hoping same would not prevail, failed of adoption.

Mayor Corcoran in the chair.

On motion by Committeewoman Mrs. Conant it was voted that the Superintendent report as to whether we need to provide some study place in the early part of the evening for the young people.

It was voted to convene into executive session.

On recommendation by the Committee on Athletics it was voted that the Faculty Managers (Mr. Foley and Mr. Lynch), and a representative of the Ivory System (Athletic Equipment Cleaners) be invited to appear before the Committee. These three gentlemen appeared and explained in detail the unpaid charges due the Ivory System for some few years back. On motion by Committeeman Wood it was then voted that this present account be immediately sent to P. J. Moynihan, CPA., who is now auditing the books of the School Department for his approval and opinion with the thought in mind to clean this old overdue account up as promptly as possible either with funds that are left over in this year's budget or make a definite appropriation in the 1943 budget.

It was voted to approve and adopt the Superintendent's recommendation as presented at the meeting of December 7, 1942, that Mary G. Sullivan be transferred from Special Class Teacher at the Ellis School to Special Class Teacher at the Longfellow School, effective December 8, 1942.

It was voted to approve and adopt the Superintendent's recommendation as presented at the meeting of December 7, 1942, that Catherine A. Howard be transferred from Special Class Teacher at the Longfellow School to Junior Industrial Class Teacher at the Wellington School, effective December 8, 1942.

On the following roll-call it was voted to adopt and approve the Superintendent's recommendation, as presented at the meeting of December 7, 1942, that John F. Temple be temporarily transferred from teacher at the Wellington School to Military Substitute Teacher of History at the High and Latin School at a salary of $1850 per year, effective December 8, 1942: Committeeman Fitzgerald, Mrs. Conant, Mr. Wood and Mayor Corcoran voting yes; Vice-Chairman Dr. Cassidy not voting.

The following report of the Committee on Athletics was presented:

COMMITTEE ON ATHLETICS

Thursday, December 17, 1942.

PRESENT: Committeemen Dr. Cassidy, Mr. Wood, Director of Physical Education Joseph Smith and Assistant Business Agent Gerald T. Liston.

It was voted to recommend that Thomas Sheehan, Peter Igo, and Geo. Mokaba be appointed referees for the grammar school basketball league at a salary of $75.00 each for the season.

It was voted to recommend that John Burke, John Fitzgerald and John Temple be appointed supervisor-doormen for the grammar school basketball league at a salary of $50 each for the season.

It was voted to recommend that Henry Lynch be appointed Faculty Manager at Rindge Technical School at a salary of $500., for the year and that Garrett Foley be appointed as Faculty Manager at the High and Latin School at a salary of $500., for the year.

It was voted to recommend that a representative of the Ivory System (Athletic Equipment Cleaners) and the two faculty managers be requested to appear before the School Committee in executive session relative to outstanding bills covering many past years and which remain unpaid.

It was voted that the track team be granted permission to use the gymnasium at the High and Latin School on three afternoons a week, provided the use of said gym does not interfere with the time the gym is occupied by the high school girls afternoon program.

It was voted to recommend that

sweatshirts be awarded to the winning teams in the elementary school touch football league and the elementary soccer league, and the Assistant Business Agent be authorized to purchase 36 sweatshirts.

It was voted to recommend that Edward Murphy be appointed coach of track at the High and Latin school, at a salary of $300 for the season.

It was voted that Dr. Charles Brusch be appointed athletic physician at the High and Latin School at a salary of $400., for the year.

It was voted to recommend that Dr. Robert Driscoll, athletic physician, be paid an extra $100 for additional work in the athletic program covering track, football, basketball and hockey.

It was voted to adjourn.

Respectfully submitted,

COMMITTEE ON ATHLETICS

Vice-Chairman Dr. Cassidy in the chair.

It was voted to amend the report of the Committee on Athleics by adding that "Leander MacDonald, be employed in his capacity as Director of High School Athletics until June 1943. It was further voted to amend the report of the Committee on Athletics by adding "that all appointments in the Department of Athletics shall be for the school year, September to June". On the following roll-call it was then voted to accept the report of the Committee on Athletics and the recommendations contained there in be adopted: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes.

Mayor Corcoran in the chair.

It was voted to reconvene into open session.

On motion by Committeeman Fitzgerald it was voted, on the following rollcall, that all action and votes taken in executive session be ratified and affirmed: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes.

On motion by Committeeman Fitzgerald it was voted that the allocation of the $50.00 bonus be made ready and that the Business Department be instructed to prepare a supplementary payroll so that the bonus may be paid before Christmas.

It was voted that a special meeting of the School Committee be held on December 28, 1942 at 6:30 p.m. for the purpose of considering and acting upon all general business which may come before the committee.

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL

Secretary of the School Committee

SCHOOL COMMITTEE
(OFFICIAL REPORT)

Monday, December 28, 1942.

SPECIAL MEETING: Called by vote of the School Committee adopted at the meeting of December 21, 1942, for the purpose of considering all general business which may come before the committee.

Members present: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald and Mayor Corcoran.

A communication was presented from Daniel Sullivan, who at the meeting of December 21, 1942 was reinstated in the School Department as a second-class engineer, asking that he be retired on pension as a second-class engineer in accordance with C 32, Sec. 77, G. L., (Ter. Ed,) as amended by Chapter 290 of the acts of 1936. On motion by Committeeman Fitzgerald it was voted that Mr. Sullivan's request for retirement be approved insofar as the School Committee has the right to approve the same ,and his request for retirement be transmitted to the City Manager; and further, that the City Manager be asked to notify the School Committee as to what action is to be taken. This retirement is to be effective on October 20, 1942.

The Assistant Superintendent reported that Philip H. Cutter, Jr., a teacher at the Houghton School, has been granted military leave of absence for the duration of the war because of his induction into the armed forces, said leave to be effective January 1, 1943.

The Assistant Superintendent of Schools advised that payment of the bonus of $50.00 voted by the School Committee to each member of the personnel at the meeting of December 21, 1942 has been held up because of lack of funds in the various salary accounts. The Asst. Superintendent then presented a recommendation from the Superintendent that the following transfers of funds be approved:

That the sum of $1100 be transferred from Janitors' Salaries to Administration salaries, and that the sums placed after the following items be transferred from said items to Teachers' Salaries-Day Schools:

Physician	$1,000.
Evening Schools	1,500.
Teachers' Examinations	500.
Surplus Milk Fund	750.
Athletics	650.
Janitors' Salaries	400.
TOTAL	$4800

On motion by Committeeman Fitzgerald it was voted on the following roll-call that the amounts recommended by the Superintendent be transferred: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, and Mayor Corcoran voting yes; A motion by Committeeman Fitzgerald to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Vice-Chairman Dr. Cassidy it was voted, on the following roll-call, that an amount of $260. be transferred from Janitors' Salaries to Pensions for the purpose of setting up a sum sufficient to pay the pension of Daniel Sullivan: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald and Mayor Corcoran voting yes.

The Assistant Superintendent advised the committee that there has been one bid received for furnishing an automobile for the Department of Buildings and Grounds, said bid having been received from the McKinley Motor Company, Inc., for furnishing a Dodge Deluxe Model 4-door sedan for the price of $1260.19 with an allowance of $260.19 for the old car. The Assistant Superintendent further advised that the full amount of $1260.19 must be appropriated by the School Committee as the allowance for the old car is paid to the City Treasurer. Vice-Chairman Dr. Cassidy moved that the sum of $1260.19 be appropriated for the purchase of the new car. A substitute motion by Committeewoman Mrs. Conant, "that the sum of $1500 be set aside for the purchase of an automobile for the Chief Custodian and that bids be advertised for furnishing a beach-wagon as a possible conveyance," was lost on the following roll-call: Committeewoman Mrs. Conant, and Mayor Corcoran voting yes; Committeemen Dr. Cassidy and Mr. Fitzgerald voting no. It was then voted on motion by Committeeman Fitzgerald on the following roll-call, that the sum of $1270. be appropriated for purchasing a new car, said sum to be provided by transfer from:

Janitors' Salaries	$1075
Americanization	135
Evening Schools	35
Athletics	25

-- and that the Dodge automobile as offered by the McKinley Motor Co., Inc., be purchased provided the Rationing Board indicates that it is impossible to obtain a beach-wagon: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald and Mayor Corcoran voting yes. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Vice-Chairman Dr. Cassidy it was voted that we communicate with Commissioner of Education Walter Downey relative to having members of the School Department, now in the armed services, and who are over the ages of 38 years, dismissed for the purpose of resuming their duties in the School Department.

The chairman appointed the following members to sign schedules and payrolls for the year 1943:

Committeeman Wood, January and July.

Committeeman Dr. Cassidy, February and August.

Committeewoman Mrs. Conant, March and September.

Committeeman Fitzgerald, April and October.

Committeeman Robart, May and November.

Committeeman Brooks, June and December.

It was then voted that if the member assigned to sign schedules and payrolls is not available any other member may act as alternate and sign.

On motion by Committeewoman Mrs. Conant it was voted to take from the table and adopt the Superintendent's recommendation, as submitted at the meeting of December 21, 1942, "that the Superintendent be given the power in the emergency to secure the services of former elementary teachers who have served as permanent teachers in the Cambridge School System and who are desirous of working as day-to-day substitutes at the established rate of $5.00 per day".

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL,
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

January 4, 1943

REGULAR MEETING:

Members present: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Committeewoman Mrs. Conant it was voted to approve the minutes of the meetings of December 21 and December 28, 1942 as printed.

On motion by Vice-Chairman Dr. Cassidy it was voted to spread upon the records a notice received from the Civil Service approving the reinstatement of Daniel Sullivan as second-class engineer in the School Department effective October 20, 1942.

A communication was presented from the Cambridge Chapter, American Red Cross advising that during the month of March the Cambridge Chapter will take part in a nation-wide campaign to raise a War Fund and asking permission to use the Rindge Technical School Auditorium without cost for the purpose of holding a rally on Friday evening, February 26. On motion by Committeeman Wood it was voted that this request be referred to the Superintendent for report and recommendation at the next meeting.

It was voted to make part of the records the following communication from the Cambridge Electric Light Company:

CAMBRIDGE ELECTRIC LIGHT CO.

December 30, 1943

Hon. John H. Corcoran
Mayor of the City of Cambridge
City Hall, Cambridge, Mass.

Dear Mr. Mayor:

As I told you several weeks ago we have made a complete study of the rates charged for electric service at the Rindge Technical School. Under load conditions which now exist a different rate from what you have been charged to date is more advantageous to the City.

In accordance with our telephone conversation we are making the effective date of this change the first billing of 1942, and therefore, have issued a credit to this account; the amount of this credit is approximately $1500.

I hope that this method of handling the matter meets with your approval.

Sincerely yours,

Cambridge Electric Light Co.
Harding U. Greene, Gen. Mgr.

A communication was received from Stella M. Davis, a teacher at the Girls' Vocational School requesting an adjustment in her title and salary commensurate with that of the Boys' Vocational School and on motion by Committeeman Wood it was voted that this request be referred to the budget and that the Superintendent make a complete report on this matter at that time.

It was voted to make part of the records the following communication from the City Manager relative to the pension of Daniel Sullivan:

CITY OF CAMBRIDGE

Executive Department

December 30, 1942

School Committee
1700 Cambridge Street
Cambridge, Mass.

Att. Edw. J. O'Connell, Secretary

Gentlemen:

This is to acknowledge your communication of Dec. 29, 1942 wherein you request that Daniel Sullivan, Second-Class engineer in the School Department, be retired on pension in accordance with the provisions of Chapter 32, Sec. 77, G.L., (Ter. Ed.), as amended by Chapter 290 of the Acts of 1936.

I hereby approve this request, retirement to be effective October 20, 1942.

I am forwarding a copy of this letter to the City Auditor and also to Mr. Sullivan.

Very truly yours,

JOHN B. ATKINSON,
City Manager

The following communication was presented from the WPA relative to school lunchrooms:

WORKS PROJECTS ADM.

December 31, 1942

Mr. Edward J. O'Connell, Sec.
School Committee
Cambridge, Mass.

Dear Sir:

This is to acknowledge your letter of December 29th, in which you ask for information regarding the continuance of the WPA program.

It is expected that in some states the WPA program will be terminated February 1, 1943 and in Massachusetts certain types of projects will be transferred to other agencies or brought to a close at that date. However, other types of projects that are sponsored by local communities for the purpose of providing employment to certified persons will be continued as long as such persons are available until the end of the fiscal year, June 30, 1943.

If the City of Cambridge desires to initiate a School Lunch Project, this office will give whatever assistance is possible to the selection of qualified women who may be referred for employment and to the expeditious opening of the project, for the purpose of demonstrating its value and the benefits to the children with the expectation that the community will continue the service in the future.

It appears from your letter that the School Department and the School Committee have already procured equipment for a kitchen, although no mention is made of cooking utensils, dishes, silver, napery and other miscellaneous items necessary for the preparation and serving of food. Undoubtedly, provisions have been made for these items also.

Mrs. Alice Byron, Assistant State Supervisor for Middlesex County, and Miss Winifred Walsh, Field Supervisor will be ready to serve you whenever you wish to call upon them.

Very truly yours,

DENIS W. DELANEY,
Administrator

by Catherine Ahearn, Director,
Division of Service Projects.

Vice-Chairman Dr. Cassidy in the chair.

It was voted on motion by Mayor Corcoran that a sub-committee of three be appointed to confer with the WPA Administrator Denis W. Delaney, relative to the WPA Lunchroom Program, said sub-committee to submit a report at the next meeting of the School Committee. The chair appointed Committeewoman Mrs. Conant, Vice-Chairman Dr. Cassidy and Mayor Corcoran.

Mayor Corcoran in the chair.

The Secretary advised the committee that conforming to a vote of the School Committee passed at the meeting of Dec. 7th, 1942, the following, being the first three names on the certified list, were appointed janitors in the School Department.

Roy L. Williams, 88 Ellery Street,
William J. Martin, 96 Prospect Street,
John J. McQueeney, 133 Pearl Street.

The Secretary further advised that the second person named, William J. Martin, is at present a member of the United States Navy. On motion by Committeeman Fitzgerald it was voted, on the following roll-call, that Civil Service be requisitioned for a list of persons eligible to fill Mr. Martin's place as a military substitute and that the first name appearing on said list be appointed a military substitute junior custodian at a salary of $30.00 per week: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes.

It was voted to place on file a communication from the Teachers' Club thanking the committee for granting a $50.00 bonus.

It was voted to refer to the budget a petition presented by the Teachers' Club that all employees of the School Department be granted a $200. yearly increase in salary.

A communication was received from Eva M. Ruggli, a teacher at the High and Latin School asking that she be reimbursed for loss of salary suffered during the months of May and June because of illness. Committeeman Wood moved that the request be granted. After considerable debate Committeeman Wood was granted unanimous consent to withdraw his motion and it was then voted to adopt a motion by Mayor Corcoran that all requests for leave of absence without loss of salary be referred to the budget in executive session.

The Superintendent recommended that the following Text Books be approved for use in the Cambridge Public Schools, this recommendation to lay on the "Calendar" in accordance with the rules:

PUBLISHED BY LITTLE, BROWN & COMPANY:

Living With the Family by Price

Good Grooming, by Hawes.

Meaning of Nutrition, by Stone.

The Story of Textiles, by Evans.

It was voted on motion by Committeeman Fitzgerald that the Text Books recommended for adoption at the meeting of Dec. 21, 1942 be approved.

Relative to the motion, submitted at the meeting of Dec. 21, 1942, that P. J. Moynihan, C.P.A. report and recommend on the unpaid account due the Ivory System, Mr. Moynihan submitted the following report:

PATRICK J. MOYNIHAN, C.P.A.

December 28, 1942.

Honorable School Committee
1700 Cambridge Street,
Cambridge, Mass.

Gentlemen:

Your letter of December 23rd advised me:- "That the present account of the Ivory System be referred to you immediately for your approval and opinion with the thought in mind that this account should be cleaned up as quickly as possible with funds that are left over in this year's budget or an appropriation to be made in the 1943 budget."

In keeping with this advise I have made a special review of the Ivory System account and report as follows: The unpaid balance due is $3,741.50. This is the accumulation of balances from:

1933	$52.05
1934	158.20
1935	494.60
1936	50.50
1938	346.45
1939	928.55
1940	509.25
1941	800.25
1942	401.60

In the creditor's statement, the balance of 1933, 1934, and 1935, are merged into one total of $704.90 dated 1935 and 1936. The last payment made to this company was December 20, 1939. Nine hundred nine dollars and forty cents ($909.40) was paid on account of the Rindge Technical School, cleaning up 1937 and 1938 bills, and an additional $253.00 paid off the 1937 bills of the High and Latin School.

The payments to the Ivory System since 1935 were:

1933	$125.00
1934	450.00
1935	346.10
1937	655.70
1938	1,016.60
1939	1,162.40

All payments have been made from the athletic fund which was taken over by the Business Office in April of 1936. In spite of the fact that no payments were made since December 1939, the indebtedness was increased by $1,700.00 during 1940, 1941, and 1942.

I have examined into the unit prices

charged for the work done, and having regard to quantities, it is my opinion that the prices are not excessive.

There are also open items due the Arrow System in Lawrence for cleaning, renovating, and repairs of $313.06, and a balance due Horace Partridge for awarded sweaters and letters of 434.50, making a total of $4,489.06 due creditors for the athletic fund. A cash balance of $1,255.95 is available for payment of these bills, or a deficit of $3,233.11. (See exhibit A)

You asked for my opinion as to the best means for cleaning up this account as speedily as possible. Under the present statutes, is is impossible for the School Committee to pay these obligations without special and enablling legislation. No moneys can be appropriated under current funds to pay bills of prior years. Before any attempt can be made to pay off the amounts involved, it will be necessary for the School Committee to request special and enabling powers from the 1943 legislature.

It is recommended:

(a) To avoid recurring deficits in the item of cleaning and renovating, the appropriation for athletic clothing should be increased by about $1,000.00 a year.

(b) The appropriation for athletic supplies should be transferred out of general supplies and one appropriation for athletic clothing sh564t-dus tion for athletic expenses made and captioned "Athletic Clothing, Supplies and Repairs."

(c) The athletic fund to be maintained as at present for purchase of awards, student tickets, and other payments not properly chargeable to public funds.

(d) The expenditure incurred for repairs and renovation of athletic equipment be subject to businesslike procedures. The work should be awarded under contract to a responsible low bidder after proper advertising.

(e) Requisitions for cleaning and renovating should be forwarded to the business offices for approval and record and the total of expenditures each year controlled by the amount appropriated.

I am forwarding for your information, a copy of the specifications used by the Boston School Committee in advertising for reconditioning and cleaning of equipment.

Respectfully submitted,
PATRICK J. MOYNIHAN, CPA

Exhibit A

CAMBRIDGE SCHOOL COMMITTEE
Statement of Condition of Athletic Fund as At December 23, 1942.

CASH ON HAND

Checking Account Balance	$493.54
McCann Fund - Sav. Act.	219.62
County Bank & Trust Savings Account	542.79
	$1,255.95

DUE TO CREDITORS

Ivory System Repairs and Renovation	$3,741.50
Arrow System Repairs and Renovations	313.06
Horace Partridge (Sweaters and other Awards)	434.50
	$4,489.06

DEFICIT

(Which cannot be paid from appropriations under present legislation)

$3,233.11

Committeeman Fitzgerald in the chair.

On motion by Mayor Corcoran it was voted that the section of the report relating to the unpaid accounts of former years be referred to the City Solicitor with the request that he draw a bill for submission to the Massachusetts Legislature to enable the School Department to pay off these old overdue accounts.

It was then voted on motion by Mayor Corcoran that the balance of Mr. Moynihan's report be referred to the budget.

Mayor Corcoran in the chair.

Committeewoman Mrs. Conant moved that the Cambridge Recorder Publishing Company, printers of the records of School Committee meetings, be notified that we wished to cancel the contract because of their failure to meet the terms of said contract. After considerable debate Committeewoman Mrs. Conant withdrew her motion by unanimous consent and it was voted to adopt a motion by Vice-Chairman Dr. Cassidy that a letter be sent to the Recorder Publishing Company, requesting that they advise the School Committee as to when they expect to complete the printing of the records of the School Committee meetings for the year 1942 and that a definite reply be requested before the next meeting of the School Committee.

On motion by Committeewoman Mrs. Conant, it was voted that the Secretary be instructed to advertise for bids for printing the records of the School Committee for the year 1943.

On motion by Vice-Chairman Dr. Cassidy it was voted on the following roll-call that in the event that equipment to establish a cooking class in the Ellis School is not available that the children from the Ellis School who attend the cooking classes at the Agassiz School be given car tickets: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes.

On motion by Committeeman Wood it was voted that the Superintendent of Schools be requested to submit in writing to each member of the School Committee an outline of the methods used in the English Courses in both High and Latin School and the Rindge Technical School for instructions in the plays of Shakespeare listing course, number of students in the courses and any other revelant facts. He is requested to make recommendations which he believes may improve this instruction.

On motion by Vice-Chairman Dr. Cassidy it was voted that a sub-committee be appointed by the chairman to consider the advisability of purchasing a Cambridge School Department Service Flag, said committee to recommend a suitable and prominent place for displaying said flag; and further that appropriate exercises for the unveiling of this memorial be planned. The chairman appointed Dr. Cassidy, chairman; Mrs. Cora B. Conant, James F. Fitzgerald and Russell A, Wood.

Vice-Chairman Dr. Cassidy moved that the elementary school sessions begin at 8:45 a.m. instead of 8:30 a.m. during the months of January, February and March. Committeeman Fitzgerald moved to amend the motion by adding "and the elementary school sessions end 15 minutes later."

Vice-Chairman Dr. Cassidy in the chair.

Mayor Corcoran moved to amend Vice-Chairman Dr. Cassidy's motion by striking out time specified in the original motion and inserting in place thereof the following: ',The elementary schools shall open one-half hour later and close one-half hour later." On the following roll-call it was voted to adopt Mayor Corcoran's amendment: Committeemen Fitzgerald, Mrs. Conant, Mayor Corcoran voting yes; Committeemen Wood and Vice-Chairman Cassidy voting no. It was then voted, on the following roll-call to adopt Vice-Chairman Dr. Cassidy's motion, as amended by Mayor Corcoran "that the elementary School Sessions begin one-half hour later and end one-half hour later during the months of January, February and March": Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald and Mayor Corcoran voting yes; Committeeman Wood voting no. A motion by Committeeman Fitzgerald to reconsider this vote, hoping same would not prevail, failed of adoption.

Mayor Corcoran in the chair.

Relative to a motion previously passed by the School Committee that a new automobile be purchased for the Chief Custodian and that the Chief Custodian attempt to secure a beach wagon, the Chief Custodian reported that he has been unable to secure a priority order for this type vehicle. Committeeman Fitzgerald moved that the bid of the McKinley Motor Company be accepted and a Dodge 4-door Deluxe Sedan be purchased at the bid price of $1260.19.

Vice-Chairman Dr. Cassidy in the chair.

It was then voted on the following roll-call to adopt a substitute motion by Mayor Corcoran that the School Committee autroizte -eg'delPVe'1 Committee authorize the Chief Custodian to purchase the Dodge 4-door Deluxe Sedan, as offered in the bid of the McKinley Motor Company at the bid price of $1260.19 and that this automobile have painted on it the words "Property of the Cambridge School Department": Committeeman Fitzgerald, Mrs. Conant, Mr. Wood, Mayor Corcoran and Vice-Chairman Dr. Cassidy voting yes. A motion by Committeeman Fitzgerald to reconsider this vote, hoping same would not prevail, failed of adoption.

Mayor Corcoran in the chair.

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL,
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, January 18, 1943

REGULAR MEETING:

Members present: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Committeeman Fitzgerald it was voted that the minutes of the meeting of January 4, 1943 be approved as printed.

It was voted to make part of the records the following communication from the Dept. of Education:

Commonwealth of Massachusetts
Department of Education

January 6, 1943

To Supt. of Schools,
and Chairman of School Committee:

Under the provisions of Part I of Chapter 70 of the General Laws, which provides for State Reimbursement on account of the employment of teachers, I have certified to the Commissioner of Corporations and Taxation and to the Comptroller that the amount given below was due the town of Cambridge on November 20, 1942. Amount: $128,085.00.

Very truly yours,

WALTER F. DOWNEY,
Commissioner of Education

The chairman ordered referred to the budget a request received from Miss Lillian Hartigan, Master's Assistant at the High and Latin School, that she be granted leave of absence without loss of salary during the time she was forced to be absent on account of illness.

The following communication was received from the Director of Civil Service relative to reclassification of employees of the School Department.

Commonwealth of Massachusetts
Dept. of Civil Service

January 11, 1943.

Hon. John H. Corcoran,
Mayor of Cambridge,
City Hall, Cambridge.

Dear Mr. Mayor:

Referring to your conference with Mr. Lupien in relation to the reclassification of the employees of the School Department, I enclose copies of the tentative reclassification.

If this meets with the approval of the School Committee, please let me know and I will proceed with the allocation of the employees.

Very truly yours,

JOHN C. GILBERT
Chief Examiner

CITY OF CAMBRIDGE
SCHOOL DEPARTMENT

C 40 Executive Secretary

CLASS 3 - Clerks
C 51 Junior Clerk
C 52 Senior Clerk
C 53 Principal Clerk
C 54 Junior Clerk and Typist
C 55 Senior Clerk and Typist
C 56 Principal Clerk and Typist
CLASS 5 - Storekeepers
C 64a Assistant Storekeeper

CLASS 8 - Agents
C 104 School House Agent
C 104a Assistant School House Agent
CLASS 9 - Stenographers
C 110 Junior Clerk & Stenographer
C 111 Senior Clerk & Stenographer
C 112 Principal Clerk & Stenographer
C 113 Telephone Operator
CLASS 19 - Attendance Officers
C 175 Supervisor of Attendance

CLASS 24 - Custodians
C 230 Janitress
C 231 Junior Building Custodian
C 232 Senior Building Custodian
C 235 School Matron

LABOR SERVICE
C 331 Matron (Labor Service)
C 412 Cook

On motion by Committeeman Wood it was voted that the communication from the Director of Civil Service be referred to the budget and that the Director of Civil Service be requested to have a representative attend the meeting at which this matter is to be discussed, The Director to be notified of the time and place of the meeting. In connection with the matter of reclassification, the Assistant Superintendent presented the following communication relative to the reclassification of janitors:

DIVISION OF CIVIL SERVICE

STATE HOUSE, BOSTON

January 6, 1943

Mr. Michael E. Fitzgerald
Superintendent of Schools
Cambridge, Mass.

Please refer to Par. 394326

Dear Sir:

In connection with the reclassification of the custodian service in Cambridge, it appears from the questionnaires submtted by the men and from an investigation that the organization is as follows:

Supervisor of Custodians
William J. Fitzgerald

Senior Building Custodians
Michael J. Courtney, * (High and Latin School)

John Campbell, * (Rindge Technical School)

* Subject to qualifying examination

All the other persons employed in the custodian service appear to be junior building custodians as follows:

Carney, Timothy F.
Casey, Edward J.
Cohen, Abraham
Connell, Walter F.
Connors, Patrick
Cumminskey, Raphael T.
Cunningham, Thomas J.
Cusack, John H.
Devereaux, William J. Jr.,
Duffy, Margaret, Janitress
Fitzpatrick, William L.
Gardner, John E.
Grant, James R.
Harrington, Daniel L.
Healey, Dennis J.
Healey, Thomas F.
Henry, James F.
Hughes, Thomas J.
Lackie, William H.
Lienhard, Joseph E.
MacDonald, Charles F.
MacHugh, John P.
Mahoney, Matthew J.
Mohan, Thomas W.
Moran, John J.
Murphy, Arthur J.
McCarthy, William G.
McCormack, Cornelius P.
McGuinness, Eva M. - Janitress
McKenna, Michael
Nelson, Arnold W.
O'Keefe, James
O'Loughlin, Peter J.
O'Neill, Patrick J.
Reagan, Jeremiah
Smith, Clarence H.
Smith, Gardner
Spagnuolo, Pellegrino G.
Splaine, John
Sullivan, William J.
Walsh, James W.
1.5.43

Mr. Michael E. Fitzgerald -- 2

Mr. Fitzgerald is already rated as a Head Janitor. It will not be necessary therefore, for him to take a qualifying examination as Supervisor of Custodians.

Mr. Courtney and Mr. Campbell are rated as janitor and custodian, respectively. Inasmuch, however, as they have been in the service for three years or more, they may be given qualifying examinations for the rating of Senior Building Custodian.

In connection with the reclassification, it is very helpful to have a salary schedule. I am assuming that you already have such a schedule and I would appreciate it if you would send me a copy of it.

Very truly yours,

ULYSSES J. LUPIEN,

By Miss Persis A. Richardson,
Personnel Administration Agent

PAR.:EVJ
394326
C.1.19.

It was voted that the following report of audit, as submitted by P. J. Moynihan, C.P.A., be made part of the records and a copy sent to each member:

PATRICK J. MOYNIHAN, C.P.A.
Boston - Mass

January 8, 1943

The Cambridge School Committee,
1700 Cambridge Street,
Cambridge, Mass.

Mrs. Conant and Gentlemen:

This letter is to supplement my report dated January 5, 1943. It has been brought to my attention that the clerk in the Vocational School has resigned, creating a vacancy in the clerical staff.

May I suggest that this vacancy be availed of to bring into the organization from the civil service lists, an experienced bookkeeper and stenographer or assistant bookkeeper who will assist Miss Ryan in the keeping of the bookkeeping records.

This will involve transferring out of the Bookkeeping Department, the clerk who formerly handled the work certificates.

It seems feasible to have the clerk assigned to the Vocational School take over the preparation of the work certificates. It is important that these who do bookkeeping have some background of bookkeeping.

Yours very truly,

Patrick J. Moynihan, C.P.A.

..PATRICK J. MOYNIHAN, C.P.A....
Boston, Mass.

January 5, 1943

The Cambridge School Committee,
1700 Cambridge Street
Cambridge, Mass.

Mrs. Conant and Gentlemen:

Acting on the authorization contained in the attached letter (copy), Exhibit A, I have made a detailed examination of your financial records for the period September 1, 1942 to November 30, 1942 and have combined the summary of activities for those three months with the figures for the preceding portion of the year in the preparation of some of the schedules attaches. These are:

Exhibit A ...... Letter of Authorization

Schedule I ......Financial Report
January 1, 1942, through
Nov. 30, 1942.

Schedule II ...... Schedule of Income
January 1, 1942 through,
Nov. 30, 1942.

Schedule III ...... Chief Custodian's

Purchase Orders Not Approved.

Many substantial gains have been made in the administration and record keeping of the department, but there are adjustments that must yet be made to secure a smoothly functioning system.

For the first time in a number of years, the tuition from non-resident pupils was collected in the opening weeks of the school year. Subject to adjustment for errors, the amount of encumbered appropriations is readily available. The athletic fund is systematically kept and proper records are available for verification of it. Deposits are made regularly with the City Treasurer and the payments made at the City Treasurer's office for the School Committee are regularly reported to the business offices.

The transfer of the lunchrooms to a private operator relieved the business offices of much clerical work. The assignment of work activities which followed appeared satisfactory but an unforseen and unusual increase in applications for working certificates has increased the work of the telephone operator beyond the point of efficiency. Normally, the working certificates average fifty a week. Prior to the Christmas holidays, they were averaging three hundred a week.

To relieve the pressure, it has been necessary to employ Mr. Liston's secretary at the switchboard both as a relief operator and in telephoning orders and securing food prices for open air and nursery classes. This has effected the entire office because each clerk has had to assume extra work to keep the routine up to date.

The tabulation of the working certificates is too far behind, to make it current, it is recommended that the clerk in the business offices who formerly did the certification work be again assigned to it and that some member of the high school staff be assigned to Miss Ryan to do the assistant bookkeeping.

PAYROLLS

All payrolls were examined and found correct. Leaves of absences were checked with the certificates forwarded by the school principals. Proper deductions were made for absences. Promotions and other assignments involving adjustments of salary were examined and found correct. The payrolls were entirely accurate.

One hundred and forty-nine clerical errors were found in the review of the entries for purchase orders. These orders are issued on the vendor. At the time of issue, they are entered in the encumbrance book as charges against each item of appropriation. They are also entered in the expense book to provide the necessary statistics on the cost of operating each school.

The errors found in this work included:-

48 Ommissions - Amounts not entered.

49 Mathematical errors - Wrong computations and erorrs in copying.

19 Cancellations - Items cancelled but not voided on the books.

35 Changes in price - Amount entered in the record different from the vendor's invoice.

The items involving changes in price are largely food purchases for open air and nursery classes. It is customary to place these orders with the vendors at the end of each school week for delivery early in the succeeding week. Prices quoted over the telephone when the orders are placed have frequently increased to prevailing price on the date of delivery. This situation is not within the power of the office to control. Theoretically, the vendor should be held to the quoted price. It is evident that the small volume of business is not attractive to vendors under existing shortages, and from a practical viewpoint, it is futile to attempt to hold them to the original quotation. An effort was recently made by the Purchasing Agent to arrange for the supply of all commodities through one vendor, but even the increased volume was not attractive and the suggested arrangement was refused.

Price changes/ also occur when freight, postage, or cartage is charged by the supplier. The amounts of these extra charges cannot be determined in advance. A simple method of recording them has been suggested to the bookkeeper which will not necessitate voiding or erasing the original entry.

I find purchase orders which have not been recorded in the encumbrance book totaling $946.09., and twenty-three purchase orders totaling $545.71 which have not been recorded in the expense book. Ten purchase orders involving freight, postage, and purchase discounts were not recorded in the encumbrance book. All these ommissions and errors have been corrected.

The mathematical errors occur mainly in copying the purchase orders to the books. There are some errors in computation. An item of $3.68 is entered as $3.67; $4.31 as $2.31; $36.40 as $36.90; $66.25 as $69.25; $4.49 as $4.48 and so on. Accuracy is essential in any system of bookkeeping. A number of purchase orders show erasures, but corrections should be made by adjusting entries and not by erasure and substitution.

There are nineteen instances of purchase orders which have been partially cancelled, but the entry remains on the books at the original figure.

There is evidence of inexcusable carelessness in this portion of the bookkeeping work. Miss Ryan, the chief bookkeeper, is compelled to devote valuable time to rechecking the work of one of her assistants. It is an unnecessary investment of time and effort. Since this clerk has valuable experience in work certifications and these are considerably behind, it is recommended that she be transferred back to work on the certification cards and other incidental routine, and her place on the bookkeeping group filled by some other member of the clerical staff.

Services such as telephone, gas, electricity, heat for Rindge School, etc., are not billed regularly each month. It is impossible therefore, to encumber these charges each month as is desirable. The practical way is to prepare purchase orders for services when the bills are received from the servicing agencies. This policy, however, should not apply to orders upon vendors when the amount cannot be predetermined.

BUILDINGS AND GROUNDS

On July 27, 1942, the Sub-Committee on Buildings and Grounds voted a requirement that all purchase orders less than $50.00 should be approved by the chairman of the Sub-Committee and in his absence, by some other member.

A list of purchase orders signed only by the Chief Custodian is presented in Schedule III. They total $1,743.76. These orders have not been approved by the Sub-Committee or its chairman. The routine of securing signatures may cause serious difficulties in emergencies, but where emergency repairs are necessary, the nature and cost of the work should be reported to the Sub-Committee at a later date for information and approval.

There are other purchase orders also signed only by the Chief Custodian, but the "Minutes of the "Building and Grounds" meetings show specific or blanket approval for them.

ATHLETICS

All receipts from games and all expenses incident thereto were properly accounted for. Unsold tickets were examined. The tickets disposed of were represented by the equivalent in cash.

5 football games were played, resulting as follows:

	Profit
St. James' - Haverhill	$98.60
Pawtucket	6.43
Nashua	146.57
Somerville	111.58
TOTAL	$363,18
New Britain (Temporary Loss)	310.13
Net Profit for the Season	$53.05

At the time of preparing this report, the revenue from the New Britain game had not been received, but Mr. Lynch, (teacher-coach) was expecting to receive $311.00 just enough to cover expenses. If received before December 31, 1942, the season's football games will result in a profit of $364.05.

The expenses include only those incurred in connection with the games. In an earlier and separate report, the indebtedness of the athletic fund was discussed and recommendations made as to its disposition.

DEPOSITS ON BOOKS
(Evening Schools)

The Evening School has turned over to the business agent, the sum of $78.00 representing students' deposits on books. This amount is kept in the office safe during the evening school season and returned to the principal for reimbursement at its close.

It is recommended that this cash be deposited with the City Treasurer until needed.

NON-RESIDENT TUITION

Charges issued to non-resident pupils totaled $4,465.80. Abatements totaled $352.00. Collections reported by the City Treasurer amounted to $3,961.74. The unpaid balances are $152.00 which represent the tuition charged to pupils who left school October 19th and November 4, 1942.

The abatements are:

No. 3335 - $100.00 abated - Left school Sept. 24, 1942.

No. 3337 - $100.00 abated - Left

school Sept. 24. 1942.

No. 3341 - $60.00 abated - Left school Oct. 16, 1942.

No. 3349 - $80.00 abated - Left school Oct. 5, 1942.

No. 3351 - $12.00 abated - Left School.

$352.00.

A refund of $100.00 was made to West End House, Boston on behalf of a student who left to join the Navy, November 13, 1942.

It is doubtful if any agency other than the School Committee has a legal right to grant abatements or to make refunds once the charges for tuition have been issued. It is recommended, therefore, that in the future, proposed abatements and claims for refunds be submitted to the School Committee for approval.

PER CAPITA COSTS
TEXT BOOKS and SUPPLIES

The expense book was not completed at the time of audit. All entries had been made, but many were subject to correction and none of the expense classifications had been totaled. It was necessary to add the expense book to arrive at a per capita cost, particularly for text books and supplies.

The results follow:

Cost Per Student for Text Books, and Supplies Jan. 1, through Nov. 30, 1942

SCHOOL	TEXT BOOKS	Supplies	Combined
High and Latin	$1.21	$1.66	$2.87
Rindge Technical	1.26	1.99	3.25
Agassiz	.58	.79	1.37
Ellis	.34	.84	1.18
Fletcher	.41	.63	1.04
Gannett	.36	.86	1.22
Haggerty	.75	.94	1.69
Houghton	.45	1.19	1.64
Kelley	.94	.82	1.76
Abraham Lincoln	1.10	.71	1.81
Longfellow	.43	1.00	1.43
Morse	.61	.55	1.16
Peabody	.60	.67	1.27
Putnam	1.02	1.45	2.47
Roberts	.34	.83	1.17
Russell	.60	.64	1.24
Sleeper	.63	.69	1.32
Thorndike	.61	.94	1.55
Webster	.58	.96	1.54
Wellington	.92	1.40	2.32
Willard	.64	.26	.90
Wyman Open Air	4.25	11.90	16.15
Boys Vocational	.53	8.41	8.94
Girls Vocational	1.20	3.42	4.62
Evening School	......	.25	

The special classes and technical schools are included here as a matter of general information.

In a report dated May 18, 1942, the per capita allotment for the Boston schools was offered as a guide in establishing a cost basis for the Cambridge schools. The variation between the Boston standard and the figures shown in this report reflect:

(1) A five months result (Cambridge) as contrasted with a twelve month estimate and (2) the inclusion of kindergarten costs and cost of special classes in the Cambridge Figures.

It is possible with this year's experience, to establish a satisfactory allotment for each school which in turn will provide a control over expenditures.

INCOME

The revenue during the expired portion of 1942 amounted to $54,722.46. An analysis is given in Schedule II. These amounts were checked with the City Treasurer's records of receipts and were found in agreement, except that the refunds are not credited to the School Committee. They are credited to an independent refund account on the books at City Hall and are also excluded from the total in your records.

Refunds for 1942 represented the return of an overpayment to a teacher, the return of an advance for travelling expenses, and a return of overpayment to a vendor of supplies. They total $296.79. These should be included in miscellaneous receipts and the School Committee credited for them as part of its revenue.

GENERAL

Attached to this report is a copy of a letter dated November 16, 1942 directed to the Mayor of Cambridge as Chairman of the School Committee, specifying the scope of the audit, which includes a check of inventories and production costs in the Vocational and Technical Schools, with particular reference to purchases, products manufactured, sales and inventories.

The Cambridge Schools were closed during the last week of this audit which made it impossible to secure a verification of these items. This is a running audit and the next report to your honorable body will include the data on the Vocational and Technical Schools.

Respectfully submitted

Patrick J. Moynihan, C.P.A.

EXHIBIT A

SCHOOL COMMITTEE

1700 Cambridge Street
Cambridge, Mass.

November 4, 1942

Mr. Patrick J. Moynihan,
510 Statler Building,
Boston, Mass.

Dear Sir:

At a meeting of the School Committee held on November 2, 1942, it was voted that you be engaged for a year to audit the accounts of the Cambridge School Department every three months beginning December 1, 1942, at a fee of One Thousand ($1,000.) Dollars.

Very truly yours,

Edward J. O'Connell.

SCHEDULE I

CAMBRIDGE SCHOOL DEPARTMENT

FINANCIAL REPORT JANUARY 1, 1942 THROUGH NOVEMBER 30, 1942

Title of Account	Appropriation After Transfers	Encumbered to Nov. 30,	Unexpended Balance
Administration Salaries	$66,136.66	$60,228.37	$5,908.29
Teachers' Salaries			
Day School	1,400,932.15	1,263,227.12	137,705.03
Substitutes	12,000.00	12,141.00	141.00
Posture Physician	3,000.00	2,000.00	1,000.00
Athletics	8,100.00	6,081.63	2,018.37
Evening School	11,000.00	7,899.76	3,100.24
Americanization	2,500.00	1,968.00	532.00
Teachers' Examination	500.00	....	500.00
Janitors' Salaries	125,160.67	107,928.88	17,231.79
Text Books	16,000.00	13,925.87	2,074.13
Supplies	33,000.00	24,568.35	8,431.65
Nursery Class Supplies	1,500.00	1,421.35	78.65
Lunchroom Supplies	18,377.85	18,377.85	....
Tuition to Other Cities	1,500.00	954.70	545.30
Transportation of Pupils	3,900.00	3,063.65	836.35
Fuel	33,500.00	29,593.41	3,906.59
Lighting	13,000.00	9,792.11	3,207.89
Power	1,500.00	938.72	561.28
Heating At Rindge	18,000.00	14,877.21	3,122.79
Light and Power at Rindge	3,400.00	2,943.52	456.48
Repairs	14,000.00	8,759.01	5,240.99
Janitors' Supplies	3,500.00	3,473.76	26.24
Furniture and Furnishings	1,500.00	994.13	505.87
Athletic Clothing	2,000.00	845.20	1,154.80
Kindergarten Christmas Expense	90.00	....	90.00
Minors' License Refunds	30.00	21.00	9.00
General Expense	8,460.00	7,363.68	1,096.32
Other Expenses	7,269.00	6,308.21	960.79
Retirement Fund Contribution	6,182.96	6,182.96	....
Travel Outside State	277.75	277.75	....
Pensions	8,704.20	7,343.10	1,361.10
Special Accounts			
Audit	475.00	475.00	....
Install New Accounting System	495.00	495.00	....
One-Cent Milk	750.00	....	750.00

SCHEDULE II

CAMBRIDGE SCHOOL DEPARTMENT
SCHEDULE OF INCOME JANUARY 1, 1942 THROUGH NOV. 30, 1942

High and Latin Lunch	$13,622.86
Rindge Lunch	9,255.54
Telephone	92.83
Minors' Licenses	40.25
Sanitary Supplies	43.50
Rent of Halls	715.00
Sales of Material, Fines and Damages	306.56
Tuition	7,128.83
English High Deposits Forfeited	60.00
Sale of Lunches at Roberts Open Air School	5.93
State Vocational Maintenance	16,836.71
State Reimbursement for Tuition	1,026.76
Sight Class	1,000.00
Americanization Class	4,113.25
E. S. M. L. C. Program	256.00
Sales of Old Iron National Defense	218.44
	$54,722.46

CAMBRIDGE SCHOOL DEPARTMENT

PURCHASE ORDERS SIGNED BY W. J. FITZGERALD ONLY

Purchase Order No.	Date	Vendor	Description	Amount
901	9-16-42	Standard Elec. Time Co.	Purchase, install 2-24 volt stacks in SV-244 rectifier-Wellington School	$ 52.50
428	8-20-42	Henry Pitts	Paint and varnish kindergarten circles and lines at 17 kindergartens	85.00
434	8-20-42	H. L. Rose, Inc.	Labor and material install 1-10 sec. 17" Smith High Test Tank, Heater - Roberts School	328.00
443	8-21-42	Patrick J. Sullivan	Labor and material for repairs at Russell School	120.00
444	8-21-42	Louis N. Young	Labor and material for painting and reeving flag poles	280.00
445	8-21-42	F. F. Tierney	Labor and material patch walls and ceilings, rooms No. 221, No. 222 - High and Latin School	85.00
446	8-21-42	Reliable Shade and Screen	Labor and material install 32 window shades, new rollers, hardware, etc. - High and Latin School	105.48
447	8-21-42	Nelligan Co., Inc.	24 Church moltex seats - Thorndike School	176.16
551	9-11-42	Powers Regulator Co.	1-3 sec. 5-1/4" diaphragn bellows - Abraham Lincoln School Ventilating System	4.90
553	9- 1-42	Patrick J. Sullivan	Furnish and install 14 cedar posts and 112" of rail and straighten fence - Agassiz School	77.00
794	9-10-42	Gerald H. Lambert	Patch ceiling in black-out room in basement - Kelley School Labor and Material	25.00
843	9-12-42	Kendall Boiler and Tank Co.	1 - Handhole plate 3-1/4 x 4-1/4 Morse School	4.00
851	9-10-42	Henry Pitts	Paint main entrance door, etc., center entrance door, etc., High and Latin School, paint exterior and stain, shellac, varnish 2 new panels entrance High and Latin, Trowbridge St.	15.00
912	9-18-42	Patrick J. Sullivan	Repair floor in kindergarten room at Thorndike School	9.15
913	9-18-42	Patrick J. Sullivan	Repair floor in kindergarten room, repair lock, install lock guard on door open air room - Houghton School	13.95
915	9-12-42	Patrick J. Sullivan	Install panels, repair lock, new hinges on vestibule door; Install panels both entrances room, repair door; remove blackboard from hall, install plywood in place; install blackboard in science room - High and Latin	88.00
971	9-11-42	Inter Bus. Mach., Corp.	Repair master clock - Russell School	6.00
973	8-24-42	L. P. McDermott	Remove sink from room No. 233 and install in Science Room -	

(Continued)

CAMBRIDGE SCHOOL DEPARTMENT

PURCHASE ORDERS SIGNED BY W. J. FITZGERALD ONLY

Purchase Order No.	Date	Vendor	Description	Amount
			High and Latin School	37.87
975	9-29-42	C. R. Swaney Company	Furnish and install all bearings on pump - Houghton School	18.50
1073	9-21-42	L. P. McDermott	Clean out trap and drain - Lowell School	$ 4.70
1086	10- 6-42	Patrick J. Sullivan	Labor and material to erect partition in room No. 211 at Rindge	130.00
1294	10-16-42	Cambridge Gas & Electric	Furnish and install a valve in gas incinerator at Rindge	.50
1380	10-23-42	Nelligan Company, Inc.	One 1/2 and 1 Safety Valve - Roberts School	2.75
1381	10-23-42	Nelligan Company Inc.	One 2 x 4-1/2 black nipple; one 1-1/4 black close nipple; one 2" gate valve; one 2 x 7 nipple; one 2" union - Fletcher School	10.18
1518	9-18-42	F. S. Payne Co.	Repair elevator at Rindge Technical School (labor $7.50 - material $2.70)	10.20
1519	10-22-42	James J. Murphy	Repair front steps, etc.; re-hang conduit pipe; and set four lights of glass - Gannett School	48.92
2001	12- 7-42	Herbert Marshall	Install fire alarm batteries - Kelley School	5.00
				$1,743.76

PATRICK J. MOYNIHAN, C.P.A

Boston Mass.

November 16, 1942.

Hon. John H. Corcoran,
Mayor and Chairman of Cambridge
School Committee
1700 Cambridge Street
Cambridge, Mass.

Dear Mr. Mayor:

I have received an inquiry from a member of the School Committee as to the extent and scope of the audit which your honorable body recently voted. In detail, an audit of the School Committee books and records would include:

1. A verification of the income of the School Committee to ascertain whether all income receivable as reported by principals or others in respect to tuition fees for non-resident pupils, registration fees and all other items have been duly billed or collected and reported to the City Treasurer.

2. All cash accounts to be verified and also the book accounts connected therewith.

3. Examination of the accounts with respect to income received for the use of school premises for various purposes, including a check of the receipts and the cash book entries for same, checking of the charges for the use of school premises with the rates adopted by the School Committee, and the proper disposition of such receipts.

4. An examination of the accounts of the Rindge Technical School, the Vocational School, and other technical courses relative to the disposition of appropriation for the purchasing of material into products to be sold, the disposition of the income from products sold or work done by these technical schools.

This audit would include not alone the check of disbursements and inventories and proper accounting of income from sale of products in various industrial units, but also a check of shop work orders in detail and outstanding orders including work in process in hands of instructors in so far as they effect the business activities of the organization.

5. Auditing the accounts with respect to income received and disbursements made under trust funds.

6. A thorough inspection of all payrolls and certifications received from principals of schools, officers, directors, and others certifying to the services of persons in the employment of the School Committee, which certifications support the items in the payrolls.

7. A comparison of the dates of absences as shown by the certifications with the notice of leave as reported by the Superintendent to the business offices. A computation of all deductions for absences as shown on the payrolls.

8. An examination of all new appointments, promotions and retirements as they effect increases or deductions from the payrolls by reference to the recorded votes of the School Committee or its rules and regulations.

The payroll audit would involve the footing of all payroll columns, tracing of all totals as reported in the records to the City Auditor, the computations involved in the new and revised rates, and the computations involved in the salaries of custodians and other employees.

9. Purchases made in the name of the School Committee are to be verified by an examination of the bills on file to determine if they have been properly approved, distributed, and classified in the expense book, and if proper and timely discounts have been taken.

10. An inspection of the simple cost accounting system to establish, for the information of the School Committee, the costs of the various activities within the school system.

11. A check of the accounts of the Athletic Committee to determine if income from games and other sources has been properly recorded and disbursements properly made. This fund is entirely in the hands of the School Committee and is independent of the

other business activities.

12. A proper check to see that all obligations against the various appropriations are encumbered.

13, To furnish to the principal or to the Superintendent or to the School Committee, suggestions or recommendations designed to facilitate or improve the accounting work and the record keeping.

I shall submit to the School Committee as soon after each quarter as is practical, the findings of each examination, such recommendations or suggestions as may be made, and at close of the year, shall include the entire year's business activities in the report.

Reports shall be furnished in duplicate to the School Committee and shall be received by the School Committee within the month following the close of the quarter.

If in the progress of the work, it should develop that the time required to complete the audit is less than is now estimated, you have my assurance that the charges to the School Committee will be scaled down proportionately.

Very truly yours,

Patrick J. Moynihan, C.P.A.

The Assistant Superintendent presented the resignation of Helen Brosnahan, as secretary in the Boys Vocational School effective January 20, 1943 and advised the committee that Miss Brosnahan has been a very loyal and cooperative clerk for many years. On motion by Committeeman Fitzgerald it was voted that the resignation be accepted and that the School Committee express to Miss Brosnahan their sincere appreciation for her many years of capable and efficient service.

The Superintendent recommended that the National Society-Daughters of the American Revolution be again granted permission to conduct their annual Good Citizenship Contest among the senior girls of the Cambridge High and Latin School and on motion by Committeeman Fitzgerald it was voted to approve the Superintendent's recommendation.

The Superintendent recommended that the following Text Books be approved for use in the Cambridge Public Schools, this recommendation to lay on the table in accordance with the rules:

PUBLISHED BY UNIVERSITY PUBLISHING COMPANY:

THE KINCELLA READERS:
- Storyland
- The Man in the Drum
- Folk Tales from Many Lands
- Conrad's Magic Flight
- Tales of Olden Days
- Around the World in Story

THE CRABTREE - CANFIELD BASIC READERS
- A Readiness Picture Book, 'My First Book'
- Pre-Primer, 'Runaway Toys'
- Primer, 'To School and Home Again'
- First Reader, "In the City and on the Farm'
- Second Reader, 'Under the Roof'
- Third Reader, 'Under the Sun'
- Workbooks for Each

PUBLISHED BY GINN & CO:

- Physics for Secondary Schools, By Stewart and Cushing
- New Elementary Physics, by Millikan, Gale and Coyle
- Fundamentals of Electricity, by Williard
- Fundamentals of Machines, by Cushing

The Superintendent presented a communication from Timothy F. Downey, Headmaster of the High and Latin School advising that approximately ten boys of the High and Latin School are planning to enter college in February, under the new accelerated program offered by colleges for properly qualified high school seniors and recommending that such members of the senior class at the High and Latin school as may be admitted to any college in February be granted diplomas as of June 1943. The Superintendent recommended that any member of the present senior classes in both high schools as may be admitted to any accredited college in February be granted diplomas as of June 1943. On motion by Committeeman Fitzgerald it was voted that the Superintendent's recommendation be approved.

The Superintendent reported that the following teachers having entered the military service, have been granted leave of absence for the duration of the war in accordance with the rules of the School Committee:

Philip H. Diehl, Rindge Tech, Effective January 16, 1943.

Eugene M. Fitzgerald, Rindge Tech, Effective January 20, 1943.

John F. J. Kelleher, Rindge Tech, Effective January 21, 1943.

The Superintendent advised that he has received a request from John W. Wood, Headmaster of Rindge Technical School, that the vacancies caused by the induction into military service of Philip H. Diehl, and John F. J. Kelleher, be filled by a military substitute. The Superintendent, therefore, recommended that John T. Fitzgerald, teacher at the Fletcher School be appointed military substitute teacher at Rindge Technical school at a salary of $2,000 per year, effective January 21, 1943 and John F. Burke, teacher at the Houghton School, be appointed military substitute teacher at the Rindge Technical School at a salary of $1850., per year, effective January 21, 1943. On motion by Committeeman Wood it was voted that this recommendation be referred to executive session to take place before adjournment is taken.

The Superintendent reported that the National Convention of Superintendents of Schools will be held this year at St. Louis, Missouri, from February 25, to March 2 and recommended that the Assistant Superintendent of Schools be delegated to represent this city at the convention and that the sum of Two Hundred Dollars ($200.) be appropriated for 'Travel Outside the State' and that this appropriation be included in the 1943 budget. On motion by Committeeman Fitzgerald it was voted, on the following roll-call, that the Superintendent's recommendation be approved and the sum of $200 be appropriated to 'Travel Outside State': Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes. A motion by Committeeman Fitzgerald to reconsider this vote, hoping same would not prevail, failed of adoption.

A tentative copy of the budget for the year 1943 was presented to the members.

The Assistant Superintendent presented a detailed outline of the methods in teaching Shakespeare used in Cambridge High and Latin School.

Reporting for the sub-committee appointed to consider the advisability of securing a suitable Honor Roll for the School Department, Vice-Chairman Dr. Cassidy advised that this committee had met with a delegation from the Cambridge Teachers' Club and the School Janitors' Association and that plans were being prepared for this Honor Roll and a complete report would be made at a later meeting.

On motion by Committeeman Wood it was voted that the Text Books recommended for adoption at the meeting of January 4, 1943 be approved and adopted.

Relative to the motion that he report as to whether there is need to provide some study place in the early part of the evening for our young people, the Assistant Superintendent advised that he had conferred with the masters and principals about this matter and they feel that because of war conditions and dim-out regulations that it is not feasible at this time and furthermore the libraries and branch libraries throughout the city are open which provides the children with facilities to study in the early part of the evening.

Relative to the motion that the Commissioner of Education be requested to report with relation to having members of the School Department, now in the armed services and who are over 38 years of age, dismissed for the purpose of resuming their duties in the Cambridge School Department, the Assistant Superintendent presented the following communication from the Commissioner of Education Walter F. Downey:

COMMONWEALTH OF MASS.
Department of Education

January 6, 1943

Mr. M. E. Fitzgerald
Superintendent of Schools,
Cambridge, Mass.

My Dear Superintendent Fitzgerald:

Let me acknowledge the receipt of your letter of December 30, indicating that the Cambridge School Committee requested you to obtain my opinion on the advisability of requesting the release from the armed forces of teachers who are 38 years of age or over.

In reply, let me say that I have discussed the matter over the telephone with the Selective Service headquarters, seeking to find out what policy has been adopted, if any. They notified me that they are conferring with the First Service Command, and are seeking to obtain any other facts on which to formulate a statement.

They further informed me that Dr. James J. Cassidy of your committee had conferred with them, and they would reply to you.

With every good wish of the Season, I am,

Cordially yours,

Walter F. Downey,

Commissioner of Education.

With reference to the motion that the Superintendent report and recommend on the request of the Red Cross that they be granted the use of the Rindge Auditorium on February 26, with out cost to conduct a rally in connection with the nation-wide campaign to raise a War Fund, the Assistant Superintendent advised that he has conferred with Mr. Howie, Chairman of the 1943 War Fund Committee, who stated that the Red Cross would like to have the School Committee donate the use of the auditorium for this worthy cause because no funds have been allocated by the Red Cross for the hiring of halls. The Assistant Superintendent then advised that the Superintendent recommends that the request be granted. On motion by Vice-Chairman Dr. Cassidy it was unanimously agreed to suspend the rules for the purpose of taking action on the Superintendent's recommendation. On motion by Vice-Chairman Dr. Cassidy it was then voted to adopt the Superintendent's recommendation that the Red Cross be granted the use of the Rindge Auditorium on February 26 without charge for the purpose of holding a rally in connection with the nation-wide campaign to raise a war fund.

Relative to the request that the Cambridge Recorder advise the School Committee as to when they expect to complete the printing of the 1942 School Committee records, the following communication was received from the Cambridge Recorder:

CAMBRIDGE RECORDER

Cambridge, Mass.

January 16, 1943

Cambridge School Committee

Cambridge, Mass.

In reply to your request as to the time the printing of the minutes of the School Committee meetings will be completed I will state that they will be completed very soon.

Very truly yours,

Francis L. Sennott

The chairman then advised that the question before the committee was the matter of converting the oil-burning furnaces at the Webster School and High and Latin School and informed the committee that until such time as a definite order is placed for the conversion of these furnaces that no more oil could be purchased. The chairman further advised that bids for the work and material necessary to convert these furnaces to hand-fired coal burning furnaces have been received.

Vice-Chairman Dr. Cassidy in the chair.

Mayor Corcoran moved that the

Chief Custodian be authorized to award the contract to the lowest responsible bidder in each instance and that the oil-burning furnaces at the Webster School and High and Latin School be converted to hand-fired coal burning furnaces forthwith.

Committeeman Fitzgerald in the chair.

It was then voted to adopt a substitute motion by Vice-Chairman Dr. Cassidy that representatives of the Office of Petroleum Administration, James J. Cassidy, Inc., (the low bidder) and Mr. Reardon of the local Rationing Board be requested to attend a special meeting of the School Committee.

On motion by Committeeman Wood it was voted that a special meeting be held on Thursday January 21, 1943 at 8:00 p.m. in the School Committee offices for the purpose of considering and acting upon the matter of converting the oil-burning furnaces at the Webster School and High and Latin School and that the persons referred to in Vice-Chairman Dr. Cassidy's motion be invited to attend this special meeting.

It was voted to convene in Executive Session.

It was voted to reconvene in open session.

It was voted to affirm and ratify the votes passed in executive session.

It was voted to adjourn:

ADJOURNED:

EDWARD J. O'CONNELL

SCHOOL COMMITTEE
(OFFICIAL REPORT)

Thursday, January 21, 1943

SPECIAL MEETING:

Called by vote of the School Committee adopted at the meeting of January 18, 1943 for the purpose of considering and acting upon the proposal to convert the present oil-burning furnaces at the High and Latin School and Webster School to hand-fired coal burning furnaces and to hear representatives of the James J. Cassedy Company, Inc., the Office of Petroleum Coordinator and Mr. Reardon of the Cambridge Rationing Board.

Members present: Committeemen Fitzgerald, Mrs. Conant, Mr. Wood, and Vice-Chairman Dr. Cassidy.

Vice-Chairman Dr. Cassidy in the chair.

It was voted to place on file a communication from the Office of Petroleum Coordinator advising that they would be unable to send a representative to the meeting.

It was voted to place on file a communication from John J. Terry, Superintendent of Buildings, advising that the boilers at the High and Latin School and Webster School could be readily converted for hand-firing.

Mr. Reardon, of the Cambridge Rationing Board, appeared before the Committee and advised that until a definite order is placed for converting the heating systems in the above mentioned schools that no further coupons could be issued to the School Department. Mr. Reardon advised that the function of his Board was simply to issue the coupons and the procurement of oil was a matter for the School Department itself to arrange.

Mr. Klonower of James S. Cassedy, Inc., then appeared before the committee and advised that the conversion could be completed within a week after receipt of the grates and that it was his experience that it would take from four to five weeks to get these grates. In answer to a question as to whether James S. Cassedy, Inc., would sign a contract to complete the work in from three to six weeks Mr. Klonower answered in the negative. Mr. Klonower was then asked if he would sign a contract to complete the job in two months and he replied that he would be he thought it could be done in about six weeks. Asked if he would be willing to have inserted in the contract a clause stating that if the oil situation improves that the contract can be cancelled. Mr. Klonower replied that he would provided the manufacturer will take back the grates.

Committeeman Fitzgerald was obliged to leave the meeting. There being no quorum present it was voted by the remaining members present to recess until Friday night at 8:00 p.m. in the School Committee offices.

EDWARD J. O'CONNELL,
Secretary of the School Committee

RECESSED MEETING

Friday, January 22, 1943.

The School Committee reconvened in regular session.

Members present: Committeemen Fitzgerald, Wood, Mrs. Conant, and Vice-Chairman Dr. Cassidy.

Vice-Chairman Dr. Cassidy in the chair.

It was voted to place on file a communication from His Honor, the Mayor, advising that he would be unable to attend the recessed meeting on Friday, January 22, 1943.

The following motion was then presented:

That the School Committee authorizes the conversion of the oil burning furnaces located in the Webster School and High and Latin School to hand-fired coal burning furnaces; and that the contract be awarded to James S. Cassedy, Inc., of Cambridge, (said firm being the lowest responsible bidder), at a price of FOURTEEN HUNDRED DOLLARS ($1,400.00) for converting the two boilers at the Webster School and a price of FIFTEEN HUNDRED DOLLARS

($1,500.) per boiler for converting the two tubular boilers at the Cambridge High and Latin School, provided:

(1) That the City Solicitor inform the School Committee in writing that it is his opinion that we can award the contract to the lowest responsible bidder without the necessity of advertising for bids in compliance with Chap. 20, Sec. 7 of the Rules of the School Committee:-

(2) and with the provision that in the event the fuel oil situation improves before the work is completed and makes it unnecessary to continue with the conversion it is understood that James S. Cassedy, Inc., is willing to cancel the contract, with the provision that in some way the cost for grates will be met, either by the School Committee or by returning the grates to the manufacturers:-

(3) And, time being the essence of the contract, it is agreed that the work will be completed on or before two months from the date of the contract; and further, that the usual bond shall be filed for the faithful performance of the convenants contained in said contract.

On the following roll - call it was voted to adopt the above motion: Committeemen Fitzgerald, Mrs. Conant, Mr. Wood and Vice-Chairman Dr. Cassidy voting yes; Mayor Corcoran absent. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL,
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, February 1, 1943

REGULAR MEETING:

Members present: Committeemen Dr. Cassidy, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

Vice-Chairman Dr. Cassidy presented the following communication relative to his intention to move reconsideration:

January 19, 1943

Edw. J. O'Connell,
Sec., School Committee,
Cambridge, Mass.

Dear Sir:

Having voted with the prevailing side, and acting in accordance with Sec. 10, Chap. IV of the Rules of the School Committee, I herewith give notice of my intention to move reconsideration at the next meeting of the School Committee of the motion adopted at the meeting of the School Committee held on January 18, 1943 as follows:

"It was voted to adopt the Superintendent's recommendation that John T. Fitzgerald be appointed Military Substitute Teacher at the Rindge Technical School at a salary of $2,000., per year effective January 21, 1943 and that John F. Burke be appointed Military Substitute Teacher at the Rindge Technical School at a salary of $1,850., per year effective Jan. 21, 1943."

Very truly yours,
DR. JAMES J. CASSIDY
Vice-Chairman - School Committee

Vice-Chairman Dr. Cassidy then moved reconsideration of the motion adopted at the meeting of January 18, 1943 approving the Superintendent's recommendation "that John T. Fitzgerald be appointed Military Substitute Teacher at the Rindge Technical School at a salary of $2,000., per year effective Jan. 21, 1943 and that John F. Burke be appointed Military Substitute Teacher at the Rindge Technical School at a salary of $1,850., per year effective January 21, 1943." The chair ruled that the motion to reconsider was out of order inasmuch as the minutes of the meeting of January 18, 1943 were in error in stating that the rules were suspended for the purpose of taking action on the Superintendent's recommendation because there were no more than four members present at any one time and the rules require five votes for the suspension of rules. Therefore, in accordance with the rules of the School Committee, the Superintendent's recommendation was automatically tabled until this meeting and it will come up for consideration under "Calendar" this evening.

On motion by Committeeman Fitzgerald it was voted that the minutes of the meeting of January 18, 1943 be corrected by striking out the motions, passed in executive session, and ratified in open session, "to suspend the rules for the purpose of acting on the Superintendent's recommendation relative to the appoinment of two elementary men teachers to the position of military substitute teachers at Rindge Tech School" and "approve the Superintendent's recomendation that John T. Fitzgerald, teacher at the Fletcher School, be appointed military substitute teacher at the Rindge Technical School at a salary of $2,000., per year, effective January 21, 1943 and that John F. Burke, teacher at the Houghton School, be appointed military substitute teacher at the Rindge Technical School at a salary of $1850., per year effective January 21, 1943."

On motion by Committeeman Fitzgerald it was then voted to approve the minutes of the meeting of January 18, 1943, as corrected.

On motion by Committeeman Wood it was voted to place on file a communication from the Cambridge Red Cross thanking the committee for allowing them the use of the Rindge Auditorium at no cost.

A communication was received from the Cambridge Red Cross asking permission to have the Red Cros flag flown on all school buildings during the month of March and the Cambridge Red Cross to furnish the flags. On motion by Committeeman Wood it was voted to approve the request and grant permission.

It was voted to make part of the records the following communication from the City Solicitor:

CITY OF CAMBRIDGE

LAW DEPARTMENT

January 25, 1943

Edw. J. O'Connell, Secretary,
Cambridge School Committee
1700 Cambridge Street,
Cambridge, Mass.

Dear Sir:

In response to your letter of January 22nd in which an opinion of the City Solicitor is sought relative to the right of the School Committee to award a contract to the lowest responsible bidder for the conversion of the heating system at the Webster School and at High and Latin School into coal burning furnaces, without the necessity of advertising for bids in compliance with Chapter 20, Section 7 of the Rules of the School Committee, please be informed that it is my opinion that only because of the Executive Order No. 49, of His Excellency, the Governor, you are permitted to award the aforesaid contract without bid.

Yours very truly,

MOSIER B. GOLDBERG,
Assistant City Solicitor

The following communication was received from the Cambridge Civilian Defense Committee - Committee for the Day Care of the Children of Working Mothers, and it was voted on motion by Committeeman Wood that the matter lay on the table and a copy of the communication be sent to each member, together with a copy of the motion giving authority to distribute the circulars mentioned in the communication:

CIVILIAN DEFENSE COMMITTEE
Division of Health and Social Services

January 26, 1943

RE: Committee for the
day care of the children of working mothers

Cambridge School Committee
1700 Cambridge Street,
Cambridge, Mass.

Gentlemen:

At a meeting of the members of the Committee on Day Care for Children of Working Mothers (a special committee of the Cambridge Committee on Public Safety) it was voted to express to the members of the Cambridge School Committee their appreciation of your assistance in the recent study of eight Cambridge schools (Haggerty, Thorndike, Roberts, Fletcher, Houghton, Longfellow, Ellis, and Morse.) The help of Superintendent Fitzgerald and his representative, Miss Elizabeth Butler, has been invaluable.

Following is a brief rusume of our findings:

Approximately 3000 questionnaires were distributed in the above named schools and 1217 families returned their blanks. Of this group there were 862 families in which the mother was at home and 355 with the mothers working outside the homes on either part-time or full-time schedules.

The Committee's attention was focused on this latter group of 355 families including 706 children. Of this number 13 children were under 2 years of age; 80 between the ages of 2 and 5; 529 between the ages of 5 and 14; and 84 were over 14 years of age.

It was interesting to find that in 176 families the children of the household were cared for by some adult member of the family group(father, grandmother, aunt, etc.,) while the mother was out working in 18 families the children were cared for by neighbors; in 65 the younger children were the responsibility of older brothers or sisters; and in 96 no statement was made as to the plans for the children while the mother was out of the home.

Your perhaps recall that the questionnaire gave the parent an opportunity to express the type of assistance which she thought would be most helpful to her and her child. One hundred and thirty-five families felt they could manage without any assistance; 60 families were interested in supervised play before and after school; 8 raised questions about kindergarten opportunities; 25 were interested in nursery schools; and 25 in day nurseries. The greatest interest was shown in regard to the question: "Would you welcome an opportunity for your children to eat lunch at school": 125 working mothers replied in the affirmative,, and from a careful study of the questionnaires it would seem that in at least two-thirds of these responses the mother's request was reasonable and pointed the way to a definite service which should be of value.

Naturally it is the Committee's desire to meet the community need by using present resources insofar as that is possible; consequently, the parent's request for extension of recreational facilities will be referred to Mr. Stephen Mahoney, Chairman of the Committee on Recreation, Cambridge Public Safety Committee; for those parents (30 in number) whose requests indicated need of definite types of assistance we expect family agencies will be able to offer assistance.

It is respectfully requested that the following questions be considered by the Cambridge School Committee:

1. In relation to those parents interested in school lunches for their children, many of the parents commented that they would be glad to pay for such a service; others are primarily interested in something hot (soup or cocoa) for the children to have with the lunch which they would bring from home. Would the School Committee be interested in handling this problem or would they prefer the possibility of lunches being provided either in the school building or in some nearby building under private auspices?

2. The other question is in relation to the findings as a whole. Until this study it had been feared that large numbers of working mothers were leaving tiny children (under 2 years) at home, perhaps inadequately provided for. The result of our sampling process was most heartening, but emphasized that our greatest concern should be for the child between 6 and 14 years of age in those hours when he is not in school.

Since this study presented the picture of only about one-half of the total grade school population, our Committee immediately raised the question as to the other half. Would a study of the other grade schools present a similar picture? Our committee would appreciate very much and would respectfully request that the School Committee give permission for similar questionnaires to be distributed in the following schools: Abraham Lincoln, Agassiz, Gannett, Kelley, Peabody, Putnam, Russell, Sleeper, Webster, Wellington, Willard, and Wyman, to complete the picture as far as public school children are concerned.

Again assuring you of our sincere appreciation of your kind cooperation in this matter, I am,

Respectfuly yours,

ESTHER J. STUART
Chairman, Cambridge Committee on Public Safety, Day Care of Children of working mothers.

The Superintendent reported the death on January 30, 1943, of Julia M. Davis, teacher at the Morse School, who was appointed a teacher in the Cambridge School System on May 1, 1900. On motion by Committeeman Fitzgerald it was voted that the School Committee express to Miss Davis' nearest of kin their sincere sympathy upon learning of her death.

The Asst. Superintendent reported the retirement of Anna A. Pray, special matron at the Morse School, effective February 1, 1943.

The Assistant Superintendent advised that the Superintendent recommends the adoption of the following Text Books for use in the Cambridge Public Schools:

PUBLISHED BY HOUGHTON MIFFLIN COMPANY:
Fundamentals of Machines, by Clark-Gorton-Sears-Crotty.

Happy Landings, by Hersberg-Works-Paine.

PUBLISHED BY MACMILLAN CO.
The Biology of Flight by
Fitzpatrick and Stiles.

PUBLISHED BY WORLD BOOK CO.
Young America's English, bf
Daringer-Sweeney, Book One,
Grade 7
Book Two, Grade 8

Steps to Reading:
We Meet New Friends
Friends of Ours, by Durrell and Sullivan.

On motion by Committeeman Wood it was voted to place on file a communication from the Naval Aviation Cadet Selection Board requesting permission to visit the Cambridge Public Schools for the purpose of informing 17-year old high school seniors that they are now eligible for the Navy's new flight training program and the eligibility rules thereof.

The Assistant Superintendent advised the committee that the following bids were received for printing the minutes of the School Committee meetings, and it was voted that they be laid on the table and a copy sent to each member:

Shea Brothers, 124 Mt. Auburn St., Per Page of straight copy $4.25 per page of tabular copy, $4.25.
2 per cent - 10 days

Cambridge Recorder, 7 River St., Per Page of straight copy, $3.50, per page of tabular copy, $3.60.
2 per cent - 10 days

J. Frank Facey & Son, 36 Prospect St., per page of straight copy, $4.60, per page of tabular copy $6.90.
1 per cent - 10 days.

Banker & Tradesman Press, 465-475 Main Street, per page of straight copy, $3.89, per page of tabular copy. $3.89.
Net.

Proposal changed to provide for the furnishing of ten (10) sets of wide galley proofs in place of twenty-five (25) as provided in specifications.

Proposal of the Hampshire Press Inc., rejected because no certified check was included as per specifications.

The Assistant Superintendent advised the committee that a request has been received from the Peabody School Parents' Association requesting the use of the hall at the Peabody School on February 16 for the purpose of holding a food sale, and that the Superintendent recommended this request be granted and that they be given the use of the auditorium until 5:00 p.m. on February 16, 1943.

The Assistant Superintendent presented the following recommendation of the Superintendent:

IN SCHOOL COMMITTEE

February 1, 1943

RECOMMENDED:

That the Assistant Superintendent be authorized to make all arrangements with Commissioner Downey to conduct registration for War Ration Book No. 2.

I would like to receive authority from the School Committee to suspend school sessions during the days of registration.

Originally it was announced that registration would take place on February 15, 1943, but it is now predicted that it will be held sometime in March.

The hours for registration will be from 9:00 a.m. to 5:00 p.m. and it is expected that at least five days will be taken for this purpose.

M. E. FITZGERALD,
Superintendent of Schools.

On motion by Committeeman Wood it was voted that the Superintednent's recommendation relative to registration for War Ration Book No. 2, be laid on the table and the Superintendent be requested to submit an alternate plan whereby the work on this registration could be done after school hours and thus prevent the closing of schools for five days.

The Superintendent recommended that Wm. M. Fraser be appointed Acting Principal (Military Substitute) of the Evening Elementary Schools, at a salary of $5.00 per evening, effective February 2, 1943. On motion by Committeeman Fitzgerald it was voted on the following roll-call to adopt the Superintendent's recommendation: Committeemen Dr. Cassidy, Fitzgerald, Wood and Mayor Corcoran voting yes; Mrs. Conant absent. A motion to reconsider this motion, hoping same would not prevail, failed of adoption.

Vice-Chairman Dr. Cassidy, reporting for the sub-committee appointed to consider the advisability of securing a service flag for the Cambridge School Department, presented the following report:

Special Sub-Committee appointed to consider the advisability of securing a service flag for the Cambridge School Department, met on Friday, January 29, 1943.

Present: Dr. James J. Cassidy, Chairman, James F. Fitzgerald, Russell A. Wood.

It was voted to procure a flag having a star for each member of the School Department who has entered the armed services and the Cambridge Teachers' Club has generously offered to stand the expense of any and all material necessary for the making of this flag.

It is recommended that a vote of thanks be extended the Teachers' Club for their generosity.

The committee appointed to bring in sketches, presented their models and sketches, and it was voted to approve the plaque as recommended by this committee. It is estimated that the cost of materials for these plaques will amount to approximately $1.00 each and they are to be made in the woodworking classes of the Boys' Vocational School.

It was voted to recommend that the name of any person who was employed by the School Department at the time of entrance into the armed services be included on this plaque.

It was further voted that a plaque be placed in each school building.

It was voted that the date of the dedication and presentation exercises be Sunday, February 21, 1943 at 3:00 p.m. in the Rindge Technical School Auditorium.

It was then voted that the chairman be empowered to appoint several sub-committees as follows: Publicity; Plans and Arrangements; Invitations; Preparation of Plaque.

It was voted to adjourn.

ADJOURNED:

DR. JAMES J. CASSIDY, Chairman

On motion by Committeeman Wood it was voted that the report be made part of the records.

On motion by Vice-Chairman Dr. Cassidy it was voted that the use of the Rindge Technical School Auditorium be granted without cost for the purpose of conducting appropriate exercises for the presentation and dedication of the service flag and plaque.

On motion by Committeeman Fitzgerald it was voted that the Text Books recommended for adoption by the Superintendent at the meeting of January 18, 1943 be approved.

The chair ruled that the question before the committee was the Superintendent's recommendation, as presented at the meeting of January 18, 1943, "that John T. Fitzgerald be appointed Military Substitute Teacher at the Rindge Technical School at a salary of $2,000., per year effective January 21, 1943 and that John F. Burke be appointed Military Substitute Teacher at the Rindge Technical School at a salary of $1,850., per year effective January 21, 1943."

Vice-Chairman Dr. Cassidy in the chair.

Mayor Corcoran moved adoption of the Superintendent's recommendation, as presented at the meeting of January 18, 1943, "That John T. Fitzgerald be appointed Military Substitute Teacher at the Rindge Technical School at a salary of $2,000., per year effective January 21, 1943 and that John F. Burke be appointed Military Substitute Teacher at the Rindge Technical School at a salary of $1,850., per year effective January 21, 1943".

Committeeman Wood in the chair.

A motion for the previous question prevailed and the chair ordered the main question. Committeeman Fitzgerald raised a point of order that in accordance with the rules the first name on the list shall be offered the position and this has not been done. The chairman stated that the point of order was not well taken as he did not see where it bears on this case. On the following roll-call it was voted NOT to adopt Mayor Corcoran's motion to approve the Superintendent's recommendation relative to John T. Fitzgerald and John F. Burke: Mayor Corcoran voting yes; Committeeman Fitzgerald voting yes on Mr. Burke's name only; Committeemen Dr. Cassidy and Mr. Wood voting no; Committeewoman Mrs. Conant absent.

Mayor Corcoran in the chair.

On motion by Vice-Chairman Dr. Cassidy it was voted that the School Committee, by a voice vote, go on record as opposed to House Bill No. 1270, which bill is to give the Mayor veto power over the School Department budget, and that a copy of this vote be sent to the proper authorities at the State House.

On motion by Committeeman Fitzgerald it was voted that the School Committee meet in executive session for the purpose of considering and acting upon the budget for the year 1943 on Monday, February 8, 1943, at 8:00 p.m. in the School Committee offices.

Committeeman Fitzgerald moved, that in view of the recent decision of the City Solicitor that the affirmative votes of three members of the School Committee will suffice to pass any order for the expenditure of money, the City Solicitor be asked to render an opinion as to the legality of a motion to allow the assembly of three members of the School Committee at a duly called meeting of the School Committee to constitute a quorum for the transaction of business. The chair advised that the opinion of the City Solicitor referred to was not that three affirmative votes are sufficient to pass votes but that a majority of votes of members present at any meeting are sufficient to pass votes. After considerable discussion Committeeman Fitzgerald was given unanimous consent to withdraw his motion.

It was voted to lay on the table a motion by Vice-Chairman Dr. Cassidy that Robert W. Holland, present Assistant Storekeeper, be made Acting Storekeeper.

Committeeman Wood presented the following proposed amendment to the rules which lays on the "Calendar" in accordance with the rules: The lists of all candidates approved by examination for permanent and substitute positions as teachers in the Cambridge School System are extended for the duration of the war. The order of preferment shall remain unchanged."

It was voted to lay on the table a motion presented by Vice-Chairman Dr. Cassidy that Tuesday, January 19, be declared a "no-school day" for the pupils and employees on account of the storm.

It was voted to lay on the table a motion presented by Vice-Chairman Dr. Cassidy that all promotions of teachers in the elementary schools to eighth grade teachers and Master's Assistants that seniority in service be given preference and that names of teachers be first brought to the School Committee.

It was voted to lay on the table a motion presented by Vice-Chairman Dr. Cassidy that on all days that are questionable regarding weather conditions that the Superintendent of Schools contact at least three members of the School Committee before making his final decision.

It was voted to adjourn:

ADJOURNED:

EDWARD J. O'CONNELL,
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, February 15, 1943

REGULAR MEETING:

Members present: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Committeeman Fitzgerald it was voted that the minutes of the Special Meeting of January 21, 1943 and the Regular Meeting of February 1, 1943 be approved as printed.

It was voted to refer to the Superintendent with power a request received from the Red Cross that they be permitted to use the automobile mechanics room at the Rindge Technical School from three to five in the afternoons of March 16, 17., 22, 24, 29, 31.

On motion by Committeeman Fitzgerald it was voted to refer to the Committee on Buildings and Grounds a communication from the Board of Health asking permission to use Room No. 6 in the Thorndike School for the purpose of conducting a Dental Clinic in order that the present clinic in the Thorndike School may be transferred from the unsanitary room in the basement to Room No. 6.

On motion by Committeeman Fitzgerald it was voted to accept the resignation of Grace M. Culhan as clerk in the School Department, effective January 29, 1943.

On motion by Committeeman Wood it was voted that the secretary express to Miss Culhan the School Committee's sincere appreciation for the many year of faithful service she has rendered the Cambridge School Department.

A communication was received from the Cambridge Rationing Board requesting permission to use the Longfellow School Auditorium for a meeting of tire inspectors on Friday, February 26 from 7:30 p.m. to 9:30 p.m. On motion by Vice-Chairman Dr. Cassidy it was voted that the Rationing Board be asked if it would be possible to find other quarters.

On motion by Vice-Chairman Dr. Cassidy it was voted to make part of the records the following communication from the Cambridge City Council:

CITY OF CAMBRIDGE

In City Council,

February 1, 1943

ORDERED:
That the City Manager, His Honor the Mayor and City Council hereby approve the petition filed with the General Court for legislation to empower the City of Cambridge to pay certain expenses from the Appropriations of the School Committee for the fiscal year commencing January 1, 1943.

In City Council, February 8, 1943.

Adopted by the affirmative vote of 8 members

Attest: Frederick H. Burke,
City Clerk.

Approved, February 10, 1943.
John B. Atkinson, City Manager

A true copy,

Attest:
Frederick H. Burke, City Clerk.

The following communication was presented from the League of Women Voters:

CAMBRIDGE LEAGUE OF WOMEN VOTERS

February 10, 1943

Hon. John H. Corcoran,
Chairman of Cambridge School
Committee,
Cambridge, Mass.

Dear Mr. Mayor:
The Executive Board of the Cambridge League of Women Voters, recognizing the special importance of the contribution which Cambridge teachers are making to the life of the community in the present war situa-

tion, has thought much about the question of teacher's salaries in relation to rising living costs. In these considerations we have dwelt on the problem of the teachers only in the school system, because we think that the well-being of the children depends so directly on their feeling of security.

The teachers have shown, by their cooperation in the work of the Junior Red Cross, the War Savings Committee, and in many other less tangible ways that they are fully conscious of their added responsibility toward the children under their care.

Our consideration of the present salary schedule has led us to feel very strongly that it could and should be revised. We believe, for instance, that the period during which regular annual increases are given should be lengthened so that no teacher attains a maximum salary with nearly a lifetime of teaching still ahead. We feel also that there should be financial recognition of the time, effort, and money spent in additional study to increase a teachers' efficiency.

The sort of revision we hope for would require a thorough study of the whole question of teachers' salaries. We suggest that the School Committee authorize the appointment of a committee of teachers for this purpose, and make provisions in this year's budget for the services of a consultant to assist the teachers in their study.

Since this is a period of emergency, the teachers should not be compelled to wait for an increase in salary until the new schedule could be put into effect. Living costs have risen more than twenty per cent since January, 1941, and the teachers, like everyone else, will be subject to far heavier federal income taxes than we have ever known. We do not see how the work of the teachers could fail to suffer if they are to have no help at all in meeting these increased expenses. We therefore, urge that until a new salary schedule is adopted, the teachers be given an annual increase of one hundred dollars.

MRS. HENRY WISE, President
MRS. KENNETH BAINBRIDGE,
Chairman Committee on Education.

A motion by Committeewoman Mrs. Conant that this communication from the League of Women Voters be referred to a meeting of the budget in executive session was lost on the following roll-call: Committeewoman Mrs. Conant and Mayor Corcoran voting yes; Committeemen Dr. Cassidy, Mr. Fitzgerald and Mr. Wood voting no. It was then voted on the following roll-call, on motion by Committeeman Fitzgerald, that the School Committee inquire of the League of Women Voters what their position is in reference to salaries of clerks, janitors, matrons, an dother employees of the School Department: Committeemen Fitzgerald, Mrs. Conant, and Mayor Corcoran voting yes; Committeemen Dr. Cassidy and Mr. Wood voting no.

A petition was presented from parents of children in the public schools supporting the teachers' request for a salary increase. Committeewoman Mrs. Conant moved that the petition be referred to the budget in executive session. Committeeman Wood offered a substitute motion that the petition be placed on file. On the following roll-call it was voted to adopt Committeeman Wood's substitute motion to place on file: Committeemen Dr. Cassidy, Mr. Fitzgerald, and Mr. Wood voting yes; Committeewoman Mrs. Conant and Mayor Corcoran voting no.

A communication was presented from the League of Women Voters asking that a period of at least two weeks elapse between the proposal and final adoption of the school budget. Committeewoman Mrs. Conant moved that the request be granted. Committeeman Wood offered a substitute motion that the communication be placed on file. On the following roll-call it was voted to adopt Committeeman Wood's substitute motion to place on file: Committeemen Dr. Cassidy, Mr. Fitzgerald and Mr. Wood voting yes; Committeewoman Mrs. Conant and Mayor Corcoran voting no.

Communications were presented from the Cambridge Chamber of Commerce and the Cambridge Taxpayers Association requesting that a date be set for the public hearing on the School Department Budget. Committeewoman Mrs. Conant moved that the requests be granted. Committeeman Wood offered a substitute motion that the communications be placed on file. On the following roll-call it was voted to adopt Committeeman Wood's motion to place on file: Committeemen Dr. Cassidy, Mr. Fitzgerald and Mr. Wood voting yes; Mayor Corcoran and Committeewoman Mrs. Conant voting no.

Committeemen James F. Fitzgerald, Dr. James J. Cassidy and Russell A. Wood then submitted the following communication relative to the budget: TO:

Edward J. O'Connell, Secretary
Cambridge School Committee.

We, the undersigned members of the School Committee, submit the following budget for the School Department for the year 1943 as members of the Cambridge School Committee and officers of the City of Cambridge.

JAMES F. FITZGERALD
DR. JAMES J. CASSIDY
RUSSELL A. WOOD

REPORT ON THE BUDGET FOR YEAR 1943

Monday, February 3, 1943

SPECIAL MEETING (Executive Session).

Called by vote of the School Committee passed at the meeting of February 1, 1943, for the purpose of considering and acting upon the budget.

Members present: Commiteemen Fitzgerald, Wood and Vice-Chairman Dr. Cassidy.

Vice-Chairman Dr. Cassidy in the chair.

There being no quorum present it was agreed that the members present could sit as a sub-committee to discuss the budget and present their recommendation.

It was voted to defer action on a request received from Elizabeth F. Butler that because the supervision of the kindergartens have been placed under her direction that an adjustment in her salary be made commensurate to the combined positions.

It was voted that J. Madalene Winslow be placed on the regular Vocational School teachers salary schedule and that she receive the maximum.

It was voted that Stella M. Davis be assigned to special duties at the Girls' Vocational School and that she receive $100.00 extra for this special work.

It was voted to grant permission to the Assistant Superintendent to issue a circular to the various schools relative to the Nursery Classes.

It was voted that a representative from the Department of Civil Service be invited to attend the next regular meeting of the School Committee which is to be held on Feb. 15, 1943.

It was voted that a flat increase of $150.00 be granted to all regular School Department employees.

It was then voted that the attached budget be presented to the full committee for approval.

It was voted to adjourn.

ADJOURNED: 12:30 a.m., February 9, 1943.

EDWARD J. O'CONNELL,
Secretary

SCHOOL DEPARTMENT BUDGET
For the Year 1943

Administration Salaries	$ 70,000.00
Teachers' Salaries	
Day School	1,387,761.52
Substitutes	14,000.00
Posture Physician	....
Athletics	8,025.00
Evening School	11,000.00
Americanization	2,500.00
Teachers' Examination	1,500.00
Janitors' Salaries	132,710.00
Text Books	16,000.00
Supplies	33,000.00
Nursery Class Supplies	2,000.00
Tuition to Other Cities	1,800.00
Transportation of Pupils	4,400.00
Fuel	35,00.00
Heating At Rindge	21,000.00
Light and Power at Rindge	3,000.00
Lighting	13,000.00
Power	1,500.00
Janitors' Supplies	4,000.00
Furniture and Furnishings	3,000.00
Athletic Clothing	2,000.00
Travel Outside State	200.00
Pensions	8,586.30
Retirement Fund Contribution	6,000.00
Kindergarten Christmas Expense	90.00
Minors' License Refunds	30.00
General Expense	8,600.00
Other Expenses	3,000.00
Repairs	10,000.00
TOTAL BUDGET FOR YEAR 1943	$1,813,793.64

Committeeman Wood moved adoption of the budget as submitted. The chairman ruled the motion out of order. Mayor Corcoran and Committeewoman Mrs. Conant left their chairs.

Vice-Chairman Dr. Cassidy in the chair.

Committeeman Wood pressed his motion for adoption of the budget as submitted above. The following roll-call resulted: Committeemen Fitzgerald, Wood and Vice-Chairman Dr. Cassidy voted yes; Mayor Corcoran and Committeewoman Mrs. Conant did not answer when their names were called and the chair ruled that Mayor Corcoran and Committeewoman Mrs. Conant were in the building but not voting. The chair then ruled that the motion had carried. A motion by Committeeman Wood to reconsider this vote, hoping same would not prevail, failed of adoption on the following roll-call: Committeemen Fit gerald, Wood and Vice-Chairman D Cassidy voting no; the chair agr ruled that Mayor Corcoran and C mitteewoman Mrs. Conant were i building but not voting.

It was voted on motion by Cor teeman Wood to receive petitio citizens and organizations present this meeting and interested in ap ing for funds under the Lanham A to provide nursery school care for th children of working mothers in Cambridge. The following petitions were received:

Esther J. Stuart, Chairman Committee on Day Care for Children of Working Mothers.

Mrs. W. Furry, President Cambridge Citizens Committee on Child Care.

Nutrition Committee of the American Ass'n., of Scientific Workers.

Mrs. Vida Marshall, Representing C.I.O.

The Harvard Teachers' Union.

On motion by Committeeman Fitzgerald it was voter that the School Committee endorse the Lanham Act and that the proper authorities be so notified and the said authorities be furnished with a list of names of organizations who have concurred in this expression of endorsement and the Superintendent be empowered to do all things necessary or required to bring to the City of Cambridge the benefits of the Lanham Act.

The Superintendent recommended that registration for War Ration Book No. 2. be conducted in the elementary schools on February 22, 23, 24, 25 and 26, from 9:00 a.m. to 5:00 p.m., daily. On motion by Committeeman Fitzgerald it was voted that the Superintendent's recommendation be adopted.

A communication was received from the Naval Aviation Cadet Selection Board explaining in detail their reason for wanting to address the senior boys in the high schools and again asking that this permission be granted. The Superintendent recommended that permission be granted and on motion by Committeeman Wood it was voted to adopt the Superintendent's recommendation.

It was voted on motion by Committeeman Fitzgerald to make part of the records the following report submitted by the Superintendent relating to the sale of war stamps and bonds:

IN SCHOOL COMMITTEE

February 15, 1943

Sale of War Savings Stamps & Bonds

December 1942 -- $10,874.25
January 1943 -- $1,421.80
Total since December 1941: $111,190.05

The Superintendent recommended that a requisition be made on the Civil Service Commission for one female Bookkeeper and Typist at a salary of $33.00 per week. On motion by Committeeman Fitzgerald it was voted to adopt the Superintendent's recommendation.

The Superintendent recommended that the following text books be approved for use in the Cambridge Public Schools, this recommendation to lay on the "Calendar" in accordance with the rules:

PUBLISHED BY MANUAL ARTS PRESS:

Basic Bench - Metal Practice and Precision Measuring, by Giachino and Feirer.

On motion by Committeeman Fitzgerald it was voted to lay on the table the proposed amendment to the rules, as submitted by Committeeman Wood at the meeting of February 1, 1943, relative to extending, for the duration of the war, the list of all candidates approved by examination for permanent and substitute positions as teachers in the Cambridge Public School System.

On motion by Committeeman Wood it was voted to take from the table the communication from the Civilian Defense Committee -- Committee for the Day Care of the Children of Working Mothers. It was then voted on motion by Committeeman Wood that this committee be granted permission to circularize the Abraham Lincoln, Agassiz, Gannett, Kelley, Peabody, Putnam, Russell, Sleeper, Webster, Wellington, Willard and Wyman Schools for the same purpose and with the same circular as were the other Cambridge Public Schools.

It was voted on motion by Committeeman Fitzgerald to take from the table the bids for printing the minutes of the School Committee meetings as presented at the meeting of February 1, 1943. It was then voted on motion by Committeeman Fitzgerald that the Cambridge Recorder being the lowest responsible bidder, be awarded the contract.

On motion by Committeeman Fitzgerald it was voted to take from the table and give leave to withdraw to the Superintendent's recommendation relative to registration for War Ration Book No. 2 as this matter has been disposed of earlier in the meeting.

Committeeman Wood in the chair.

On motion by Vice-Chairman Dr. Cassidy it was voted to take from the table and adopt the motion "that Robert W. Holland, present Assistant Storekeeper, be made Acting Storekeeper."

On motion by Vice-Chairman Dr. Cassidy it was voted to take from the table and adopt the motion "that January 19, 1943 be declared a 'no-school day' for the pupils and employees on acount of the storm on that date".

On motion by Vice-Chairman Dr. Cassidy it was voted to take from the table and adopt the motion "that in the promotion of teachers in the elementary schools to 8th grade teachers and Master's Assistants that seniority in service be given preference and that names of teachers be first brought to the School Committee". Comitteeman Fitzgerald is recorded as voting no.

On motion by Vice-Chairman Dr. Cassidy it was voted to take from the table the motion "that on all days that are questionable regarding weather conditions that the Superintendent contact at least three members o fthe School Committee before making his final decision". Vice-Chairman Dr. Cassidy moved adoption of the above motion. The chair declared that on a viva voce vote the motion did not prevail.

Committeeman Fitzgerald submitted the following proposed amendment to the rules which lays on the "Calendar" in accordance with the rules:

RESERVE LIST: Candidates for teaching positions whose names appear on the permanent examined list, and who are recommended by the Superintendent for appointment as Military Substitutes, shall, upon acceptance of said position as Military Subtitutes, have their names stricken from the permanent examined list and placed on a list to be known as the Reserve List.

Names shall appear on this reserve list under the subject as shown for the candidate on the permanent examined list from which the candidate was appointed. Candidates names shall appear in the order in which they accept appointment to the position of Military Substitute when recommended by the Superintendent.

Persons serving as Military Substitutes shall have their names remain on this Reserve List until they are appointed permanent teachers in accordance with the rules for the appointment of permanent teachers. In the case of vacancies occuring in subjects for which a Reserve List exists the position shall first be offered to those whose names appear on said list.

Persons whose names appear on the Reserve List shall not be required to take any further examinations for the position under which their names appear on the list and their appointment from the Reserve List shall be made in the order of their standing.

The Reserve List shall remain in existence until all persons whose name appear thereon have been permanently appointed.

On motion by Vice-Chairman Dr. Cassidy it was voted that three members of the teaching personnel be given permission to attend the Legislative hearings on Wednesday, February 17, 1943 without loss of salary, said teachers to be selected by the Cambridge Teachers' Club.

On motion by Vice-Chairman Dr. Cassidy it was voted that the secretary notify the Masters and Principals of the various Schools that a notice is to be posted in all the schools advising of the dedication of the Honor Roll and Service Flag, said exercises to be held on Sunday, February 21, at 3:00 p.m. in the Rindge Auditorium.

It was voted to adjourn:

ADJOURNED:

EDWARD J. O'CONNELL,
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

March 1, 1943

REGULAR MEETING:

Members present: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran.

On the following roll-call it was voted, on motion by Committeeman Fitzgerald, to approve the minutes of the meeting of February 15, 1943 as printed: Committeemen Dr. Cassidy, Mr. Fitzgerald and Mr. Wood voting yes; Committeewoman Mrs. Conant and Mayor Corcoran voting no.

The Chief Custodian reported the death, on February 25, 1943, of James O'Keefe, janitor at the Wyman Open Air School, who has given twenty years of faithful and conscientious service to the Cambridge School Department. On motion by Committeeman Fitzgerald it was voted that the School Committee express to Mr. O'Keefe's nearest of kin their sincere sympathy upon learning of his death.

Committeeman Fitzgerald moved reconsideration of the vote approving the minutes of the meeting of February 15, 1943, hoping same would not prevail. On a viva voce vote the motion for reconsideration prevailed.

It was then voted on motion by Committeeman Fitzgerald to lay on the table the minutes of the meeting of February 15, 1943.

It was voted to make part of the records the following communication from the Cambridge Retirement Board:

CAMBRIDGE RETIREMENT BOARD

School Committee,
Cambridge, Mass.

Gentlemen:

At a meeting of the Cambridge Retirement Board held on February 24, 1943, it was voted to notify you of the amounts required of the School Department for the financial year 1943 as contributions to the Pensions Accumulation Funds of the retirement systems. Copies of the actuaries' computations are enclosed herewith.

The amounts required are as follows:

To the system established under chapter 43, Acts of 1931,	$3,553.25
To the system established under chapter 32, General Laws	3,019.00
TOTAL	$6,572.25

Very truly yours,

CONSTANTINE J. CHURCH,
Secretary Board of Retirement

A communication was presented from the Cambridge Chapter-American Red Cross asking permission to make an appeal to the teachers and employees of the School Department for contributions to the Red Cross War Fund Campaign which will be conducted during the month of March. On motion by Committeeman Fitzgerald it was voted that the School Committee endorse the Red Cross Campaign and that the Superintendent be empowered to grant the necessary permission.

The Superintendent reported that the following teachers, having been inducted into the military service, have been granted leave of absence in accordance with the rules:

Ruth E. Brann, Art Department, effective February 19, 1943.

Mary K. Behlen, Elem. Schools, (Cooking) effective March 1, 1943.

The Superintendent recommended that the following dates for the Americanization meeting and the evening school graduations be approved.

Americanization meeting and elementary evening school graduation on Tuesday, March 23, at 8:00 p.m. in the Rindge Technical School Auditorium.

Evening Industrial School and Evening High School on Thursday, March 25, at 8:00 p.m. in the Rindge Technical School Auditorium.

On motion by Committeeman Fitzgerald it was voted to approve the Superintendent's recommendation relative to evening school graduations and Americanization meeting.

The chair announced that the Vice-Chairman will preside at the Americanization Meeting and Evening Elementary School graduations and that Committeeman Wood is designated as the member to represent the School Committee at the Graduation of the Evening Industrial School and Evening High School.

The Superintendent recommended the adoption of the following text books, said recommendation to lay on the table in accordance with the rules:

PUBLISHED BY D. C. HEATH & COMPANY:

New World Neighbor Series:
  Children of Mexico Grade 3-4
  Ootah and His Puppy Grade 3-4
  Sky High in Bolivia Grade 4-5
  Rico, the Young Rancher, Grade 4-5
  Up Canada Way , Grade 5-6
  Riches of Central America Grade 5-6
  Six Great Men of Brazil, Grade 7-8
  Around the Year in Iceland Grade 7-8
Wings for Reading by Hovious - Shearer, grade 6
Basic Mathematics, by Hart, Grades 11 - 12
Plane Trigonometry, Solid Geometry and Spherical Trigonometry with Tables, by Hart, Grade 12
Fundamentals of Electricity, by Miller Grade 10 - 12
Selling, by Blackstone, Grade 10-12.
Applied Office Practice (3rd Edition) by Morrill-Bessey-Walsh
Les Jumeaux de Vallangoujard by Duhamel

The Assistant Superintendent reported that registration for War Ration Book No. 2 took place last week and the number registered was 111,269. The teachers of the Cambridge School System performed a magnificent service with a great deal of tact, diplomacy and patience and they deserve a great deal of credit for the splendid job which they performed.

A communication was presented from J. Louis Doyle, director of Art Education advising that the Saturday Morning Art Class has completed eleven weeks of Museum Study and are now ready to begin the creative projects in the classroom and asked permission to use the Art Room and the Library of the Longfellow School for this class on the following Saturdays, from 9 to 12 a.m.: March 6, 13, 20, 27, April 3, 10, 17. The Superintendent recommended that the permission requested be granted and on motion by Vice-Chairman Dr. Cassidy it was voted to adopt the Superintendent's recommendation.

The Superintendent presented the following communication from the Cambridge League of Women Voters:

CAMBRIDGE LEAGUE OF WOMEN VOTERS

February 25, 1943

Mr. M. E. Fitzgerald,
School Department,
Cambridge, Mass.

Dear Sir:

In connection with the talk by Dr. Fredericka Moore of the State Department of Public Health at the last meeting of the Peabody Parents Association, the Committee on Social Welfare of the Cambridge League of Women Voters prepared some posters and a leaflet for distribution to the mothers. Dr. Moore's subject was "Preventing the Spread of Infection Among School Children." The posters illustrated in simple form the early symptons of communicable diseases, including the common cold, and the leaflet, a copy of which is enclosed, is a chart showing primary symptons, incubation period, etc., and Cambridge Board of Health Regulations.

This material was prepared partly in the hope that the program could be repeated in other Cambridge Schools, and in order to interest them in the possibility, several school principals were invited to the meeting at the Peabody School. The principals of the Gannett and Putnam Schools have expressed the desire to have Dr. Moore talk to the parents in their districts, if permission were given and the the meetings could be arranged.

Dr. Moore, whose presentation of the subject seems particularly valuable because it is so simple and direct has generously said she would be willing to speak twice more to groups of Cambridge parents during the month of March. We should like permission to cooperate with Miss Cloran and Mr. D'Arcy in organizing an afternoon meeting for the parents at the Gannett School and one at the Putnam School at which Dr. Moore would repeat the talk she gave for the Peabody Parents' Association.

Very truly yours,

Mrs. Henry Wise, President
Mrs. Kenneth Bainridge, Chairman
Committee on Education.

On motion by Committeeman Wood it was voted that permission be granted to conduct the lectures in accordance with the request of the Cambridge League of Women Voters.

The following report of the Committee on Athletics was presented:

COMMITTEE ON ATHLETICS

March 1, 1943

PRESENT: Committeemen Dr. Cassidy, Mr. Wood and Mr. Fitzgerald. Also present were Leander MacDonald, Director of High School Athletics and Joseph J. Smith, Director of Physical Education.

It was voted to recommend that Thomas J. Sheehan and John F. Burke be appointed umpires for the grammar school Baseball league at a salary of $50.00 each for the season.

It was voted to recommend that the amount appropriated to Athletic Clothing in the 1943 budget be equally divided between Rindge Technical and High and Latin School.

Director of High School Athletics, Leander MacDonald presented a partial football schedule for the 1943 season and reported that later in the month he would be in a position to bring in a completed schedule.

Respectfully submitted,

Dr. JAMES J. CASSIDY

RUSSELL A. WOOD

On motion by Committeeman Fitzgerald it was voted on the following roll-call to approve the report and to adopt the recommendations contained therein: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerad, Mr. Wood and Mayor Corcoran voting yes.

On motion by Committeeman Fitzgerald it was voted to adopt the Text Books recommended by the Superintendent at the meeting of February 15, 1943.

It was voted to lay on the table the proposed amendment to the rules relative to the establishment of a Reserve List for candidates on the Permanent Examined List who accept positions as Military Substitutes, as presented by Committeeman Fitzgerald at the meeting of February 15, 1943.

On motion by Vice-Chairman Dr. Cassidy it was voted that Timothy F. Downey, headmaster of the High & Latin School, John W. Wood, headmaster of the Rindge Technical School and Frances V. Casey, teacher-in-charge of the Boys' Vocational School, together with the student body of the schools, be given authority forthwith to prepare and dedicate a service flag for all graduates and students of said schools who have joined the armed forces since the entrance of the United States in to the war.

On motion by Vice-Chairman Dr. Cassidy it was voted that the Headmasters of both high schools be asked to attend the next regular meeting of the School Committee for the purpose of discussing the teacher-pupil load.

On the following roll-cal it was voted NOT to adopt a motion by Vice-Chairman Dr. Cassidy that in view of the spendid work performed by the teachers and empoyees of the Cambridge School System in the registration for War Ration Book No. 2, as reported by the Assistant Superintendent, that Wednesday, Thursday and Friday of this week be declared school holidays:

Vice-Chairman Dr. Cassidy voting yes; Committeemen Fitzgerald, Mrs. Conant, Mr. Wood and Mayor Corcoran voting no.

On motion by Committeewoman Mrs. Conant it was voted that the Superintendent be requested to report at a later meeting whether it would be advisable either to close the schools Thursday and Monday at Easter time or add two days to the regular April vacation.

Vice-Chairman Dr. Cassidy presented the following proposed amendment to the rules which lays on the "Calendar" in accordance with the rules: "Under the direction of the School Committee the School Department Business Office shall be under the direct supervision of the Business Agent, Constanine J. Church.

It was voted to adjourn:

ADJOURNED.

EDWARD J. O'CONNELL,
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, March 15, 1943

Members present: Committeemen Fitzgerald, Wood and Vice-Chairman Dr. Cassidy.

Vice-Chairman Dr. Cassidy in the chair.

The secretary informed the members present that the Mayor's secretary had notified him by telephone that His Honor, the Mayor would not be able to attend the meeting due to illness, and the secretary further advised that Committeewoman Mrs. Cora Butler Conant had called and stated that she would not be present at the meeting.

Inasmuch as John W. Wood, headmaster of the Rindge Technical School and Timothy F. Downey, headmaster of the High and Latin School were present by reason of a vote adopted by the School Committee at the meeting of March 1, 1943, it was unanimously agreed to hear the two headmasters relative to pupil-teacher load. Headmasters Wood and Downey outlined in detail the present situation relative to pupil-teacher load. Mr. Wood stated that at present he is in need of two teachers and in April he will require the services of a third teacher due to the large number of members of the present teaching force being inducted into military service. Mr. Downey stated that to the present he has not required the services of a military substitute as he has been able to merge classes because of a drop in enrollment, but that after Wednesday of this week he will require the services of another teacher to fill the place of Albert Leonard, a teacher of Civics, who is to be inducted into the armed services on March 17.

It was then voted on motion by Committeeman Wood that it is the opinion of the school committee that the full quota of teachers should be maintained at all times. Masters and principals are instructed to make application without delay for teachers to fill vacancies and these vacancies shall be filled from the permanent or substitute lists forthwith in accordance with the rules of the School Committee and a copy of this order shall be sent to each school in the system.

It was agreed to continue with the regular order of business.

On motion by Committeeman Fitzgerald it was voted that the Superintendent of Schools be requested to investigate the first five names on the permanent Elementary List and bring into the committee complete information concerning teachers on said list who are now substituting in our system, the date when they first substituted, the total number of days they have substituted and whether or not it is necessary to appoint them permanent teachers; if his answer as to whether or not they should be appointed is in the negative he shall furnish the School Comimttee with an adequate reason why those who have taught for a period of 90 days have not been appointed permanent teachers in our system.

It was voted that the minutes of the meeting of March 1, 1943 be approved as printed.

Requests were received from the Victory Garden Committee for permission to use the Rindge Auditorium on Wednesday, March 24, 1943 at no charge for the purpose of interesting citizens in starting victory gardens on city owned land. On motion by Committeeman Fitzgerald it was voted that the request be referred to the Secretary in accordance with the rules and that the petitioners be notified that the members present are in accord with the wishes and suggestions set forth in their letter but because of the fact that the rules of the school committee require that a charge be made for the use of school halls if used for other than school activities; and to allow them the use of the hall would require suspension of rules which necessitates the votes of five members, and because there were not sufficient members present at the meeting to suspend the rules the members who were present were unable to comply with their request.

A communication was presented from the Board of Health requesting permission to use a suitable room in the Roberts School for the purpose of conducting a City Infant Clinic on Wednesday afternoons, each week, inasmuch as it is desired to transfer this clinic from the Cambridge Neighborhood House, yet keep it in that immediate vicinity, in a public building. On motion by Committeeman Fitzgerald it was was voted that the request of the Board of Health be refered to the Superintendent of Schools and to the Chief Custodian who shall be empowered to find suitable quarters to house the City Infant Welfare Clinic.

It was voted to place on file a communication from the Cambridge League of Women Voters relative to their position in reference to increases in salaries to those employees of the School Department who are not members of the teaching staff.

The Superintendent reported the death, on March 13, of Mary A. McNeill, a special matron at the Ellis School, who has been an employee of the Cambridge School Department since 1929. On motion by Committeeman Fitzgerald it was voted that the School Committee express to Miss McNeill's nearest of kin their sincere sympathy upon learning of her death.

It was voted to make part of the records a report of the Superintendent that the following named persons, having been inducted into the armed forces of the United States, have been granted leave of absence in accordance with the rules:

Albert J. Leonard, High and Latin, effective March 17, 1943.

Gunard E. Haugh, Rindge Tech., effective April 1, 1943.

The Superintendent presented a communication from John W. Wood, headmaster of the Rindge Technical School, requesting the services of three additional teachers. In accordance therewith the Superintendent recommended that the following elementary teachers be transferred as military substitute teachers to Rindge Technical School, effective April 6, 1943, said recommendation to lay on the "Calendar" in accordance with the rules:

John T. Fitzgerald (Fletcher School) at a salary of $2,000.00 per year.

John F. Burke, (Houghton School) at a salary of $1,850.00 per year.

Edmond J. Murphy (Thorndike School) at a salary of $1,850. per year.

The Superintendent further recommended that pending approval of the transfer of the above named teachers as military substitutes that he be granted permission to temporarily transfer John T. Fitzgerald, and John F. Burke, to the Rindge Technical School, effective March 17, 1943.

The Superintendent presented a communication from Timothy F. Downey, headmaster at the High and Latin School requesting the services of a teacher of civics. In accordance therewith the Superintendent recommended that Eleanor A. Fallon, a teacher at the Webster School, be appointed Military Substitute Teacher at the High and Latin School at a salary of $1,654.00 per year, effective April 6, 1943. On motion by Committeeman Wood it was voted that the Superintendent's recommendation relative to Miss Fallon be disapproved.

The Superintendent recommended that the following text books be approved for use in the Cambridge Public Schools, this recommendation to lay on the "Calendar" in accordance with the rules:,

PUBLISHED BY McKNIGHT & McKNIGHT:

Methods of Measurement, by Cornetet

PUBLISHED BY IROQUIS PUB. CO.

How Many? How Much. for Grade one
Our Surroundings, new edition
Let's Find Out, Arithmetic for Grade two

The Assistant Superintendent presented a communication from Anthony P. Ianneciella, a substitute teacher at Rindge Technical School asking that he be recommended for a position of Military Substitute teacher at a salary of $1,850.00 per year. On motion by Committeeman Wood it was voted that this matter be referred to executive session.

On motion by Committeeman Wood it was voted to adopt the Text Books recommended by the Superintendent at the meeting of March 1, 1943.

On motion by Committeeman Fitzgerald it was voted to lay on the table a proposed amendment to the rules, as submitted by Vice-Chairman Dr. Cassidy at the meeting of March 1, 1943, that "Under the direction of the School Committee, the School Department Business Offices shall be under the direct supervision of the Business Agent, C. J. Church."

It was voted on motion by Committeeman Fitzgerald to take from the table and give leave to withdraw to the proposed amendment to the rules, as presented by Committeeman Fitzgerald at the meeting of February 15, 1943, relative to establishing a Reserve List for candidates who accept positions as military substitute teachers.

On motion by Committeeman Wood it was voted to take from the table the minutes of the meeting of February 15, 1943. It was then voted on motion by Committeeman Wood and seconded by Committeeman Fitzgerald that the minutes of the meeting of February 15, 1943 be approved as printed.

Relative to the motion that the Superintendent report as to whether it would be advisable either to close the schools on Thursday and Monday at Easter time or add two days to the regular April vacation, the Assistant Superintendent stated that the Superintendent has discussed the matter with him but he has no definite report but that he desired to call to the attention of the committee the fact that the week of April 26 is the regularly scheduled vacation week and that the week previous to vacation week contains two holidays, the 19th of April and Good Friday. On motion by Committeeman Wood it was then voted that Monday, May 3 be added to the regular Spring Vacation, said vacation to run from April 26, to May 3, inclusive.

On motion by Committeeman Fitzgerald it was voted that the division of Civil Service be requested to furnish the School Committee with a list of persons eligible for the position of Bookkeeper with a knowledge of typing.

It was voted to convene into executive session.

It was voted to reconvene in regular session.

It was voted that a committee of three be appointed to consider matters pertaining to school office management. The chair appointed Vice-Chairman Dr. Cassidy, Committeemen Fitzgerald and Wood.

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL

Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, March 29, 1943

SPECIAL MEETING: Called at the request of Committeemen Fitzgerald, Wood and Vice-Chairman Dr. Cassidy. for the purpose of considering the School Department Budget for the year 1943.

Members present: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

The chairman ordered made part of the records a query as to whether the secretary had sent a copy of the call for this meeting to Judge Daniel O'Connell of the Suffolk Superior Court and if so who instructed said communication to be sent. The secretary informed the chair that a copy of the call of the meeting had been sent to Judge O'Connell on the instructions of Committeemen Dr. Cassidy, Mr. Fitzgerald and Mr. Wood.

The following communication was presented from the Division of Civil Service:

Commonwealth of Massachusetts
Department of Civil Service

March 19, 1943

Mr. Edward J. O'Connell
Sec'y School Committee,
1700 Cambridge Street,
Cambridge, Mass.

Dear Sir:

I have your communication of March 5, reporting the vote of the School Committee of February 15, 1943, for a $150 salary increase for all employees in the School Department, ffective January 1 ,1943.

In reply would state that I would suggest another appointment with the members of the School Committee regarding the matter of classification of employees before any action is taken relative to these salary increases.

Very truly yours,

ULYSSES J. LUPIEN,
Director.

It was voted that the Director of Civil Service be invited to appear in executive session at the next regular meeting of the School Committee to be held on April 5, 1943.

Th following communication was presented from Messrs. John Noble and Stoughton Bell:

March 29, 1943.

School Committee of the
City of Cambridge,
1700 Cambridge Street,
Cambridge, Mass.

Gentlemen:

We are informed that an executive session has been called at the request of Dr. Cassidy, Mr. Fitzgerald, and Mr. Wood for Monday, March 29, 1943 at 8 p.m. for the purpose of considering the School Department budget for the year 1943. We understand that the notice contains a statement that it is sent in accordance with a suggestion of Judge Daniel O'Connell at the recent hearing at the Superior Court. In order that there may be no misunderstanding, we wish to make clear the position of the petitioning taxpayers with respect to the action to be taken.

We do not, of course, contend that an executive session, for the purpose of considering the budget and finding out if differences of opinion among members of the Board can be ironed out, would violate the injunction; provided that no further action is taken toward the adoption of a budget without a full opportunity being given to the public to study the budget and express their opinion with respect to it at a public hearing. Moreover, it should be understood that no final action is to be taken at the time of the public hearing; but that there shall be another executive session after any objections made at the public hearing shall have been considered and discussed.

Yours very truly,

JOHN NOBLE
STOUGHTON BELL

No action was taken on a motion by Vice-Chairman Dr. Cassidy that the communication be placed on file. Committeeman Wood moved that action on the communication be postponed until later in the meeting after the budget shall have been considered.

Vice-Chairman Dr. Cassidy in the chair.

Mayor Corcoran offered a substitute motion that a special meeting of the committee be held on Wednesday, April 7, 1943 for the purpose of having a public hearing on the budget in accordance with the request contained in the above communication. Committeeman Wood then asked unanimous consent to change the wording of his motion by striking out the word "postponed" and inserting in place thereof the word "tabled". Mayor Corcoran refused to consent to the requested change and Committeeman Wood's motion stands as presented. Vice-Chairman Dr. Cassidy then ruled both the original motion and the substitute motion out of order on the ground that the call of the meeting specified "for the purpose of considering the budget" and that is the only business that can be transacted.

A motion by Mayor Corcoran to adjourn was lost on the following roll-call: Committeewoman Mrs. Conant and Mayor Corcoran voting yes; Committeemen Mr. Fitzgerald, Mr. Wood and Vice-Chairman Dr. Cassidy voting no.

Mayor Corcoran and Committeewoman Mrs. Conant left the meeting.

The chairman ordered made part of the records the statement that the purpose of the meeting was to consider the budget and that no other business was in order.

The meeting adjourned.

ADJOURNED:

EDWARD J. O'CONNELL

Secretary of the School Committee

SCHOOL COMMITTEE
(OFFICIAL REPORT)

Monday April 5, 194'

REGULAR MEETING:

Members present: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood, and Mayor Corcoran.

Mayor Corcoran in the chair.

It was voted to convene in to executive session in the Superintendent's office for the purpose of conferring with the Director of Civil Service, Mr. Ulysses J. Lupien.

It was voted to reconvene in regular session.

Committeeman Fitzgerald moved that the minutes of the meeting of March 15, 1943, be approved as printed.

Vice-Chairman Dr. Cassidy in the chair.

Mayor Corcoran moved that the minutes of the meeting of March 15, 1943, be laid on the table. On the following rollcall it was voted NOT to adopt the motion to table the minutes: Committeewoman Mrs. Conant, and Mayor Corcoran voting yes; Committeemen Dr. Cassidy, Mr. Fitzgerald, and Mr. Wood voting no. It was then voted on the following rollcall to adopt Committeeman Fitzgerald's motion that the minutes of the meeting of March 15, 1943 be approved as printed: Committeemen Dr. Cassidy, Mr. Fitzgerald, and Mr. Wood voting yes; Committeewoman Mrs. Conant and Mayor Corcoran voting no. A motion by Committeeman Fitzgerald to reconsider this vote, hoping same would not prevail, failed of adoption.

A notice was received from the Board of License Commissioners advising that application has been received from the Bright Star Lunch for a transfer of their license to sell all alcoholic beverages as common victualers from 161 Third Street, to 297-299 Cambridge Street, which location is within the 400 foot distance limit of the Putnam School. On motion by Committeeman Fitzgerald it was voted that the License Commissioners be requested to inform the School Committee when the hearing on this application will be held.

Charles F. MacDonald, janitor at the High and Latin School presented his resignation as Janitor in the Cambridge School Department, effective March 27, 1943. On motion by Committeeman Fitzgerald it was voted that the resignation be accepted.

A communication was received from Beatrice McDonald, teacher at the High and Latin School, advising that on January 4, 1943 her niece died which necessitated her absence and requested that she be granted leave of absence without loss of salary for four of the days she was absent. She further advised that she feels that her niece should be considered as part of her immediate family as they enjoyed a relationship closer than just that of a niece to aunt inasmuch as she had raised her niece from childhood and considered her as a daughter and she alone was responsible for her care and well-being. Committeewoman Mrs. Conant moved that if the Superintendent finds that she acted in loco parentis that he make the same provisions he would make if she were the legal mother. The Assistant Superintendent stated that under the rules of the School Committee Miss McDonald could not be granted a leave of absence because of death in her immediate family inasmuch as "niece" is not included in the interpretation of the rules as part of the immediate family and that the rules would have to be suspended in order to grant the request. On motion by Committeeman Fitzgerald it was voted on the following roll-call to suspend the rules for the purpose of granting Miss McDonald's request: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes. On motion by Committeeman Fitzgerald it was then voted on the following roll-call that if the Superintendent determines that the facts as set forth in Miss McDonald's letter are correct that he be empowered to grant her request for leave of absence without loss of pay for four days: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes. A motion by Committeeman Fitzgerald to reconsider this vote, hoping same would not prevail, failed of adoption.

Communications were presented from the Cambridge Chamber of Commerce, The Harvard Square Business Men's Association and the Harvard Trust Company asking that permission be given members of the senior classes in both high schools (who have no intention of continuing their school education) to discontinue attendance at school for the purpose of accepting permanent employment in local business establishments, said students to be awarded diplomas at the time of their respective high school graduations. On motion by Committeeman Fitzgerald it was voted that the Superintendent of Schools, the Headmasters of both high schools, Garrett Foley-teacher at the High and Latin School and Thomas Murphy, teacher at the Rindge Technical School be appointed a committee with full power to act on the requests contained in the above-mentioned communications, provided that in their opinion students so priviledged have met the requirements of four years of English and the State requirements in History.

It was voted on motion by Committeeman Wood to make part of the records the following communication from the Middlesex Superior Court:

Commonwealth of Massachusetts
Middlesex, ss.

Superior Court
Eq. No. 12893

Stoughton Bell et als vs. John H. Corcoran, et als

INTERLOCUTORY DECREE

This cause came on to be heard upon the return of an order of notice to show cause why an injunction should not issue and argued by counsel and thereupon, upon consideration thereof, it is ordered, adjudged and decreed:

1. That until the final determination of the suit the defendants James J. Casey, Bernard F. Fallon, and Joseph Guiney, as the Board of Assessors, of the City of Cambridge, and their servants, agents and attorneys, be and hereby are enjoined and restrained from assessing taxes and raising money on real and personal property, subject to taxation in said city, on the basis of the figures included in the proposed budget of the School Department described in the bill of complaint.

2. That until the final determination of the suit the defendant John J. MacKenzie, as Auditor of said City, and his servants, agents, and attorneys be and hereby are enjoined and restrained from issuing a warrant for the payment of the items contained in said proposed budget and especially any payments of the proposed increases to employees of the School Department.

3. That until the final determination of the suit the defendant Arthur G. MacKenzie, as Treasurer of said city, and his servants, agents and attorneys be and hereby are enjoined and restrained from paying out any monies in payment of the items contained in said proposed budget and especially any payments of the proposed increases to employees of the School Department.

By the Court (Morton, J.)
Fred A. Beals, Jr., Asst. Clerk.

Entered March 19, 1943.

A communication was presented from John Noble, Counsel for the Petitioning Taxpayers relative to the public hearing held on April 2, 1943 to discuss the budget.

Vice-Chairman Dr. Cassidy in the chair.

Mayor Corcoran moved that Monday, April 12 be designated as a special meeting in executive session to discuss and confer and act upon the budget. Committeeman Wood raised the point of order that such a motion should come under New Business. The chair ruled that the point of order was well taken. Mayor Corcoran appealed from the ruling of the chair and on the following roll-call the ruling of the chair was sustained: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood voting yes; Mayor Corcoran voting no. It was then voted on motion by Committeeman Fitzgerald that the communication be placed on file.

Mayor Corcoran in the chair.

The Assistant Superintendent presented a communication from the League of Women Voters asking permission to have an afternoon mother's meeting at the Russell School some time in April with a talk on the subject of "Keeping Well". On motion by Vice-Chairman Dr. Cassidy it was voted that the request be referred to the Superintendent with power.

The Superintendent recommended the adoption of the following Text Books for use in the public schools, said recommendation to lay on the "Calendar" in accordance with the rules:

PUBLISHED BY PRENTICE-HALL
Elements of Radio by Marcus and Horton.

PUBLISHED BY LITTLE BROWN AND COMPANY:
Home Nursing by Denning.
Good Grooming, by Howes
Clothes with Character, by Craig and Rush

It was voted to make part of the records the Superintendent's report that John G. Mahler, teacher at the Rindge Technical School, has been granted military leave of absence in accordance with the rules, effective April 5, 1943.

The Superintendent reported that Michael F. Brennan has returned from military service and that he has been granted permission to resume his position as sub-master at the Russell School as of March 23, 1943. On motion by Committeeman Wood it was voted to approve the Superintendent's action.

A communication was received from Timothy F. Downey, Headmaster of the High and Latin School and John W. Wood, Headmaster of the Rindge Technical School requesting that the following dates be selected for high school graduations this year:

High and Latin School, Tuesday, May 25, 1943.
Rindge Technical School, Wednesday, May 26, 1943.

The Superintendent recommended that the graduation dates suggested by the headmasters be approved and on motion by Committeeman Fitzgerald it was voted to adopt the Superintendent's recommendation.

It was voted on motion by Committeeman Wood to refer back to the Superintendent for report and recommendation a communication received from the Russian War Relief relative to the drive for warm clothing for Russia.

A request was received from Mrs. P. R. Stout of the Peabody Parents Association requesting permission to use a room in the Children's Museum for a meeting of the Recreation Committee on two afternoons from 3 to 4:30 p.m. The Superintendent recommended that permission as requested be granted. On motion by Committeeman Wood it was voted to approve the Superintendent's recommendation.

A communication was presented asking that the Red Cross be granted permission to distribute circulars in the schools with relation to securing volunteers to make surgical dressings for the Red Cross. Committeewoman Mrs. Conant moved that the request be referred to the Superintendent with full power. Committeeman Wood offered a substitute motion that the permission requested be granted. It was voted to adopt Committeeman Wood's substitute motion.

The Assistant Superintendent advised the committee that the Superintendent's Annual Report is now ready for publication and asked that a committee be appointed to review the report before it is published. On motion by Committeeman Wood it was voted that the chairman be empowered to review the report and approve it.

On motion by Committeeman Fitzgerald it was voted to adopt the text books recommended by the Superintendent at the meeting of March 15, 1943.

Relative to the Superintendent's recommendation, as presented at the meeting of March 15, 1943 that John T. Fitzgerald, John F. Burke, and Edmond J. Murphy be appointed military substitute teachers at the Rindge Technical School, Committeeman Fitzgerald stated that one of the above recommended persons is not first on the list from which he was selected and that the person who is No. 1 on said list has indicated to him his willingness to accept the position. The Assistant Superintendent advised that at the time these applicants were recommended, namely March 15, 1943, the person who is No. 1 on the list in question had indicated by letter dated March 27, 1943, that he did not want the position. Committeeman Fitzgerald then moved that, consistent with the rules, the candidate who stands No. 1, on the list from which a candidate in second position was selected be recommended as military substitute teacher. Vice-Chairman Dr. Cassidy offered a substitute motion that this matter be referred to executive session and that the committee convene in executive session before adjournment is taken. Both the motions were withdrawn with unanimous consent and it was voted that the Superintendent's recommendation relative to the appointment of military substitute teachers at the Rindge Technical School be laid on the table.

Vice-Chairman Dr. Cassidy moved to take from the table the proposed amendment to the rules, as presented by him at the meeting of March 1, 1943 "that under the direction of the School Committee, the School Department Business offices shall be under the direct supervision of the Business Agent, C. J. Church." Vice-Chairman Dr. Cassidy moved the adoption of the proposed amendment to the rules. The chair ruled that the motion for adoption is out of order inasmuch as a subcommittee has been appointed to consider matters pertaining to the school office management and this committee has not yet reported.

On motion by Committeeman Fitzgerald it was voted to give leave to withdraw to a motion that a sub-committee confer with WPA Administrator Denis W. Delaney relative to the WPA nursery classes.

Vice-Chairman Dr. Cassidy in the chair.

On motion by Mayor Corcoran it was voted that a special meeting of the School Committee be held in executive session on Monday, April 12, 1943, at 7:30 p.m. in the School Committee offices for the exclusive purpose of discussing the budget.

On motion by Mayor Corcoran it was unanimously voted to suspend the rules for the purpose of changing the date of the next regular meeting which falls on a legal holiday. It was then voted on motion by Committeeman Fitzgerald that the next regular meeting of the School Committee be held on April 20, 1943 at 8:00 p.m. in the School Committee offices.

On motion by Committeeman Wood it was voted that the Attorney General be asked to advise the School Committee if, in his opinion, Chapter 62 of the Acts of 1943 entitled "An Act to Amend and Clarify the Law Relative to Budgets in Cities" applies to the School Committee of the City of Cambridge with the request for an early reply.

Mayor Corcoran in the chair.

Committeeman Fitzgerald presented the following proposed amendment to the rules, which lays on the 'Calendar" in accordance with the rules: WHEREAS, in the present national emergency the proper functioning of our school system is a very definite contribution to the war effort, and

WHEREAS, the proper conduct of the school system depends greatly upon the proper fulfillment of the duties of the School Committee in a true democratic manner in accordance with the laws and rules governing the duties and procedures of school committees, and

WHEREAS, the rules of procedure governing the Cambridge School Committee presupposes the ability of the seven duly elected members to be persent at official meetings while ipso facto the necessary absence of two members serving in the armed forces of our country reduces the present Cambridge School Committee to only five available members, thereby allowing the opportunity to defeat the democratic principle of majority rule, therefore

I move that Chapter IV, Section 2 of the Rules of the School Committee be amended as follows:

"QUORUM: Four members of the Committee shall constitute a quorum for the transaction of all business, except when service in the armed forces of our country reduces the available membership of the Committee to five or less when a majority of available members will constitute a quorum."

Vice-Chairman Dr. Cassidy and Committeeman Fitzgerald left the meeting and the chair declared the meeting adjourned for lack of quorum.

ADJOURNED.

EDWARD J. O'CONNELL,
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, April 12, 1943.

SPECIAL MEETING: Called by vote of the School Committee adopted at the meeting of April 5, 1943, for the purpose of considering the budget for the year 1943.

Members present: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran.

Vice-Chairman Dr. Cassidy in the chair.

On motion by Mayor Corcoran it was voted that the sum of $200.00 previously appropriated for "Travel Outside State" for the purpose of defraying the expenses of the Assistant Superintendent to the annual convention of school superintendents, be stricken from the budget as there will be no convention this year due to the war.

Mayor Corcoran in the chair.

Committeewoman Mrs. Conant moved that the sum of $1,000.00 be included in the budget for the year 1943 to cover payment of Patrick J. Moynihan, C.P.A., for auditing the School Department books. On the following roll-call it was voted NOT to adopt this motion: Committeewoman Mrs. Conant and Mayor Corcoran voting yes; Committeemen Dr. Cassidy Mr. Fitzgerald and Mr. Wood voting no.

The Assistant Superintendent stated that some time ago the Superintendent was asked to bring in a recommendation relative to the positions of Supervisor of Primary Grades and Supervisor of Kindergartens and, therefore, the Superintendent wishes to recommend at this time that these two positions be combined and placed under the supervision of Miss Elizabeth Butler, Supervisor of Primary Grades at a salary of $3300.00

Vice-Chairman Dr. Cassidy in the chair.

Mayor Corcoran moved that in accordance with the Superintendent's recommendation the two positions be combined and that Miss Butler's salary be increased by $500.00. Committeeman Wood raised a point of order that the Mayor's motion was out of order because the two positions cannot be combined without amending the rules, said amendment to be proposed at a regular meeting and laid on the table until the next regular meeting. Mayor Corcoran withdrew his motion by unanimous consent and it was voted on the following roll-call to adopt a motion by Committeeman Fitzgerald that the salary for the Supervisor of Primary Grades be increased from $2800.00 to $3300.00: Committeemen Mr. Fitzgerald, Mrs. Conant, Mr. Wood, and Mayor Corcoran voting yes; Vice-Chairman Dr. Cassidy voting no. It was then unanimously agreed that the position of Supervisor of Kindergartens be listed in the budget without the salary pending further action.

Committeeman Fitzgerald moved that the sum of $25,000.00 be appropriated to "Repairs". Mayor Corcoran moved to amend the motion by striking out "$25,000." and inserting in place thereof the sum of "$20,000.". It was then voted on the following roll-call to adopt the amendment: Committeemen Dr. Cassidy, Mrs. Conant, and Mayor Corcoran voting yes; Committeemen Fitzgerald and Wood voting no. It was then voted to adopt the motion as amended.

Mayor Corcoran in the chair.

On motion by Committeeman Fitzgerald it was voted on the following roll-call that J. Madalene Winslow be placed on the regular Vocational School teachers salary schedule and that she receive the maximum: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes.

On the following roll-call it was voted to adopt a motion by Committeeman Fitzgerald that Stella M. Davis be assigned to special duties at the Girls' Vocational School and that she receive $100. extra for this special work: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes.

It was voted to appropriate the sum of $16,000. for TEXT BOOKS.

It was voted to appropriate the sum of $33,000. for SUPPLIES.

It was voted to appropriate the sum of $2,000. for NURSERY CLASS SUPPLIES.

It was voted to appropriate the sum of $1,800. for TUITION.

It was voted to appropriate the sum of $4,400. for TRANSPORTATION OF PUPILS.

It was voted to appropriate the sum of $35,000. for FUEL.

It was voted to appropriate the sum $21,000. for HEATING AT RINDGE.

It was voted to appropriate the sum of $3,000. for LIGHT & POWER AT RINDGE.

It was voted to appropriate the sum of $13,000. for LIGHT.

It was voted to appropriate the sum of $15,000. for POWER.

It was voted to appropriate the sum of $4,000. for JANITOR'S SUPPLIES.

It was voted to appropriate the sum of $3,000. for FURNITURE AND FURNISHINGS.

It was voted to appropriate the sum of $2,000. for ATHLETIC CLOTHING.

It was voted to appropriate the sum of $8,568.30. for PENSIONS.

It was voted to appropriate the sum of $6,572.25 for RETIREMENT CONTRIBUTION.

It was voted to appropriate the sum of $90.00 for KINDERGARTEN XMAS EXPENSE.

It was voted to appropriate the sum of $30.00 for MINOR'S LICENSE REFUNDS.

It was voted to appropriate the sum of $8,600.00 for GENERAL EXPENSES.

It was voted to appropriate the sum of $3,000. for OTHER EXPENSES.

On motion of Committeeman Wood it was voted on the following roll-call that the salaries for all men in the armed services as of February 1, 1943 be deducted from the budget: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes.

On motion by Committeeman Fitzgerald it was voted on the following roll-call that the sum of $120,000. be tentatively appropriated for JANITORS' SALARIES. Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes.

On motion by Committeewoman Mrs. Conant it was voted on the following rollcall that the sum of $16,000 be tentatively appropriated for TEACHERS' SALARIES - Substitutes: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes.

On motion by Vice-Chairman Dr. Cassidy it was voted on the following roll-call that the sum of $1,500. be tentatively appropriated for TEACHERS' SALARIES-Teachers' Examinations: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes.

On motion by Vice-Chairman Dr. Cassidy it was voted on the following rollcall that a sum of $2500. be tentatively appropriated for TEACHERS' SALARIES-Americanization: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes.

On motion by Committeeman Wood it was voted on the following roll-call that the sum of $11,000 be tentatively appropriated for TEACHERS' SALARIES-Evening Schools: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes.

On motion by Committeeman Fitzgerald it was voted on the following roll-call that the sum of $8,025.00 be tentatively appropriated for TEACHERS' SALARIES-Athletics: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes.

On motion by Committeeman Fitzgerald it was voted on the following roll-call that the sum of $1,299,511.52 be tentatively appropriated for TEA-

CHERS' SALARIES-Day Schools: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes.

On motion by Committeeman Fitzgerald it was voted on the following roll-call that the sum of $67,140.82 be tentatively appropriated for ADMINISTRATION SALARIES: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes.

Committeeman Wood moved that all permanent teachers and all other permanent employees of the Cambridge School Department receive a $200. increase in salary.

Vice-Chairman Dr. Cassidy in the chair.

Mayor Corcoran offered a substitute motion that all permanent teachers receive a $150. increase in salary and that all permanent Civil Service employees receive a $150. increase in salary subject to the approval of the Director of Civil Service. Ulysses J. Lupien. On tne following roll-call it was voted NOT to adopt Mayor Corcoran's substitute motion: Mayor Corcoran voting yes; Committemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, and Mr. Wood voting no. It was then voted on the following roll-call to adopt the main motion as presented by Committeeman Wood "that all permanent employees of the Cambridge School Department receive a $200. increase in salary"': Committeemen Dr. Cassidy, Mr. Fitzgerald and Mr. Wood voting yes; Committeewoman Mrs. Conant, and Mayor Corcoran voting no.

It was then voted on the following roll-call that the following budget, as prepared and voted on in this meeting in executive session, be reported favorably to the full committee in open session: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, and Mr. Wood voting yes; Mayor Corcoran voting no:

SCHOOL DEPARTMENT BUDGET
FOR THE YEAR 1943

Administration Salaries	$71,940.82
Teachers' Salaries	
Day School	1,415,961.52
Substitutes	16,000.00
Physician	....
Athletics	8,025.00
Evening School	11,000.00
Americanization	2,500.00
Teachers' Examination	1,500.00
Janitors' Salaries	130,810.00
Text Books	16,000.00
Supplies	33,000.00
Nursery Class Supplies	2,000.00
Tuition	1,800.00
Transportation of Pupils	4,400.00
Fuel	35,000.00
Heating At Rindge	21,000.00
Light and Power at Rindge	3,000.00
Lighting	13,000.00
Power	1,500.00
Janitors' Supplies	4,000.00
Furniture and Furnishings	3,000.00
Athletic Clothing	2,000.00
Pensions	8,586.30
Retirement Fund Contribution	6,572.25
Kindergarten Christmas Expense	90.00
Minors' License Refunds	30.00
General Expenses	8,600.00
Other Expenses	3,000.00
Repairs	20,000.00
Day Care (Lanham Act) Appr. 5/7 43	22,129.00
TOTAL	$1,871,444.89

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Tuesday, April 20, 1943

REGULAR MEETING:

Members present: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran.

On motion by Committeeman Fitzgerald it was voted to approve the minutes of the special meeting of March 29, 1943, the regular meeting of April 5, 1943 and the special meeting of April 12, 1943 as printed.

The following communication was presented from the Civilian Defense Committee for the Day Care of the Children of Working Mothers.

CIVILIAN DEFENSE COMMITTEE

Committee For The Day Care of the Children of Working Mothers

April 12, 1943.

The Cambridge School Committee,
Cambridge, Mass.
Gentlemen:

On January 29, 1943 our Committee wrote to you regarding the Day Care of Children of Working Mothers.

In one section of our letter we asked that the Cambridge School Committee consider the matter of school lunches as follows: In relation to those parents interested in school lunches for their children, many of the parents commented that they would be glad to pay for such service; others are primarily interested in something hot (soup or cocoa) for the children to have with the lunch which they would bring from home. Would the School Committee beinterested in handling this problem or would they prefer the possibility of lunches being provided either in the school building or in some nearby building under private auspices?

The committee will be grateful to you for your cooperation in giving this matter further thought and advising it of the School Committee's impressions in the matter.

Respectfully yours,

ESTHER J. STUART,
Chairman

On motion by Committeeman Fitzgerald it was voted that the matter of furnishing lunches for the children of working mothers be referred to a committee of the whole for study.

A communication was received from the committee arranging the annual celebration of "I Am An American Day" requesting permission to use the Rindge Technical School Auditorium Sunday, May 16, 1943 from 1:30 to 5:00 p.m. without cost. On motion by Committeeman Fitzgerald it was unanimously voted to suspend the rules for the purpose of acting on this request. It was then voted on motion by Committeeman Fitzgerald that the permission requested be granted.

It was voted to place on file a communication from the office of the Attorney-General advising that the Attorney-General's office declined to render an opinion as to whether or not Chapter 62 of the Acts of 1943 is applicable to the Cambridge School Committee.

It was voted to refer to the Superintendent for report and recommendation a request received from Mrs. F. J. Marchey, Scout Leader - Troop 44 asking permission to use the facilities of the Wyman School for a Girl Scout cooking class.

On motion by Committeeman Wood it was voted to refer to the committee appointed to study the matter of furnishing hot lunches to children of working mothers, a communication and resolution received from the Cambridge Citizens' Committee for Women in Industry.

The chair ordered placed on file a communication from Mr. Alfred Vellucci endorsing the School Committee's action in granting a $200.00 increase in salary to the personnel of the School Department.

It was voted to place on file a communication from Mr. John Noble, counsel for the Cambridge Taxpayers Association relative to the petition enjoining the carrying out of the proposed budget.

The Superintendent recommended the adoption of the following Text Books for use in the Cambridge Public Schools, said recommendation to lay on the "Calendar" in accordance with the rules:

PUBLISHED BY IROQUOIS PUBLISHING CO.
Let's Find Out, for Grade 2.

PUBLISHED BY MACMILLAN CO.
The Ranch Book, Primer, by Huber, Salisbury, Gates.
Rusty Wants A Dog, First Reader, by Huber, Salisbury, Gates.
Rise of Our Free Nation, Grades 7-8, by McGuire, Portwood.

The Superintendent recommended that Examinations for permanent teaching positions be held at the Cambridge High & Latin School on Saturday, June 26, 1943 at 9:00 a.m. On motion by Committeeman Fitzgerald it was unanimously voted to suspend the rules for the purpose of taking action on the Superintendent's recommendation at this time. It was then voted on motion by Committeeman Fitzgerald that the dates for teachers' examinations, as recommended by the Superintendent be approved.

On motion by Committeeman Wood it was voted that the Superintendent be requested to consider the advisability of including the subject of Plastics in the forthcoming examinations.

It was voted to make part of the records the following financial report:

REPORT OF EXPENDITURES FOR 1943

	JANUARY	FEBRUARY	MARCH	TOTAL
General Expenses	277.69	$765.78	$60.24	$1,103.71
Administration Salaries	5,386.54	5,265.54	5,254.54	15,906.62
Teachers' Salaries				
Day Schools	108,146.21	107,124.60	107,554.44	322,825.25
Substitutes	....	2,003.00	1,431.00	3,434.00
Athletics	278.33	1,878.33	803.33	2,959.99
Evening Schools	1,992.50	1,266.50	1,914.00	5,173.00
Americanization	521.00	350.00	462.50	1,333.50
Text Books	....	66.49	3.72	70.21
Supplies	141.75	1,828.96	1,099.27	3,069.98
Nursery Class Supplies	....	147.65	71.80	219.43
Tuition	....	65.90	2.00	67.90
Transportation of Pupils	....	478.50	362.00	840.50
Fuel	125.50	5,957.32	2,967.17	9,049.99
Heating at Rindge	....	4,558.09	4,453.42	9,011.51
Light and Power at Rindge	....	30.46	237.54	268.00
Lighting	....	1,375.74	1,629.90	3,005.64
Power	....	226.48	223.18	449.66
Janitors' Salaries	8,654.91	9,104.57	8,329.54	26,089.02
Repairs	....	248.69	....	248.69
Janitors' Supplies	88.85	297.48	188.57	574.90
Furniture and Furnishings	....	....	....	....
Athletic Clothing	....	112.10	145.44	257.54
Other Expenses	....	92.81	69.70	162.51
Minors License Refunds	4.50	.75	....	5.25
Pensions	594.57	658.59	796.42	2,049.58
Travel Outside State	....	....	....	....
Kindergarten Xmas Expenses	....	....	....	....
Retirement Fund Contribution	....	....	....	....
	$126,212.35	$143,904.31	$138,059.72	$408,176.38

It was voted to place on file a communication from the WPA advising that all WPA Nursery Schools will cease to operate as of April 30, 1943.

The Superintendent presented the following list of graduation dates:

High and Latin (Tuesday)	May 25	8:00 p.m.
Rindge Technical (Wednesday)	May 26	8:00 p.m.
Roberts (Tuesday)	June 1	9:30 a.m.
Peabody (Wednesday)	June 2	2:00 p.m.
Fletcher (Thursday)	June 3	9:30 a.m.
Longfellow (Friday)	June 4	9:30 a.m.
Morse (Friday)	June 14	11:00 a.m.
Putnam (Monday)	June 7	9:30 a.m.
Houghton (Tuesday)	June 8	9:30 a.m.
Wellington (Tuesday)	June 8	11:00 a.m.
Thorndike (Tuesday)	June 8	2:00 p.m.
Agassiz (Wednesday)	June 9	9:30 a.m.
Ellis (Wednesday)	June 9	11:00 a.m.
Webster (Wednesday)	June 9	2:00 p.m.
Kelley (Thursday)	June 10	9:30 a.m.
Russell Friday)	June 11	9:30 a.m.
Haggerty (Friday)	June 11	11:00 a.m.
Boys Vocational and Girls' Vocational (Friday) (Rindge Technical School)	June 11	8:00 p.m.

Committeewoman Mrs. Conant asked that she be assigned to the High and Latin School Graduation. On motion by Committeeman Wood and seconded by Committeeman Fitzgerald it was voted that consideration of the assignment of speakers to the various graduations be laid on the table.

On motion by Committeeman Fitzgerald it was voted to approve the following list of Parent-Teacher-Pupil meetings as recommended by the Superintendent:

PARENT-TEACHER-PUPIL MEETINGS SPRING 1943

Longfellow (Wednesday)	April 21	7:00 p.m.
Rindge Technical (Wednesday)	April 21	7:30 p.m.
Boys' Vocational (Wednesday)	April 21	7:30 p.m.
High and Latin (Wednesday)	May 5	7:00 p.m.
Abraham Lincoln (Wednesday)	May 5	7:00 p.m.
Fletcher (Wednesday)	May 5	7:00 p.m.
Agassiz (Wednesday)	May 5	7:30 p.m.
Ellis (Wednesday)	May 5	7:30 p.m.
Putnam (Wednesday)	May 5	7:30 p.m.
Roberts (Wednesday)	May 5	7:30 p.m.
Haggerty (Thursday)	May 6	7:30 p.m.
Morse (Thursday)	May 6	7:30 p.m.
Thorndike (Thursday)	May 6	7:30 p.m.
Gannett (Monday)	May 10	2:30 p.m.
Webster (Monday)	May 10	7:00 p.m.
Houghton (Tuesday)	May 11	7:15 p.m.
Peabody (Wednesday)	May 11	7:30 p.m.
Kelley (Wednesday)	May 12	7:30 p.m.
Russell (Wednesday)	Ma 12	7:30 p.m.
Wellington (Thursday)	May 12	7:30 p.m.
Sleeper (Thursday	May 13	2:30 p.m.
Willard (Thursday	May 13	2:30 p.m.
Girls' Vocational (Thursday)	May 13	7:30 p.m.

The Superintendent reported that Marie A. Riendeaux, substitute music teacher, has been ordered to report for active duty with the WAAC on April 13, 1943, and that she claims all benefits accruing to candidates on the Permanent Examined List in accordance with the rules of the School Committee.

The Superintendent recommended

that Mrs. Mary F. (Cahalane) Dolan, teacher at the Haggerty School, be granted maternity leave of absence in accordance with the rules from March 22, 1943 to September 22, 1944, without salary. On motion by Committeeman Wood it was voted that the Superintendents recommendation be approved.

The Superintendent recommended that James J. Dougherty be appointed a military substitute teacher at the High and Latin School at a salary of $1850.00 per year, effective May 3, 1943. In accordance with the rules this recommendation lays on the "Calendar".

The chairman advised that the question before the committee was the adoption of the budget as promulgated and reported favorably at the special meeting of April 12, 1943.

A motion by Committeewoman Mrs. Conant that consideration of the budget be referred to the next regular meeting was lost on th following roll-call: Committeewoman Mrs. Conant, voting yes; Committeemen Dr. Cassidy, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting no.

On the following roll'call it was voted to adopt a motion by Committeeman Fitzgerald that the item "Repairs - $20,000.00" be increased to $25,000:00: Committeemen Dr. Cassidy, Mr. Fitzgerald and Mr. Wood voting yes; Committeewoman Mrs. Conant, and Mayor Corcoran voting no.

On the following roll-call it was voted, on motion by Committeeman Fitzgerald that the salaries of Raphael T. Cummiskey, (assigned as janitor in charge of the Fletcher School on October 18, 1942,) Walter F. Connell (assigned as janitor in charge of the Ellis School on February 28, 1942,) Patrick J. O'Neill (assigned as janitor in charge of the Peabody School on September 30, 1942) and Arthur J. Murphy (assigned as janitor in charge of the Russell School on May 5, 1941 be established at $42.00 per week in accordance with the rules of the School Committee, a sum sufficient to cover said increases having been included in the budget: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes.

Committeeman Wood then moved that the budget as promulgated at the meeting of April 12, 1943 and as amended at this meeting be adopted as the School Department budget for the year 1943. Committeeman Fitzgerald moved to amend the motion by adding "that the $200.00 increase in salary for all permanent employees of the School Department as voted at the meeting of April 12, 1943 and included in said budget be retroactive to January 1 ,1943": On the following roll-call it was voted to adopt Committeeman Fitzgerald's amendment: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes. It was then voted on the following roll-call to adopt Committeeman Wood's motion as amended "that the budget as promulgated at the meeting of April 12, 1943 and amended at this meeting and further amended by adding that the $200.00 increase in salary for all permanent employees of the School Department as voted at the meeting of April 12, 1943 and included in said budget, be retroactive to January 1, 1943 be adopted as the School Department Budget for the year 1943:" Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes. A motion to reconsider this vote, hoping same would not prevail ,failed of adoption.

Following is the budget adopted by the above vote:

SCHOOL DEPARTMENT BUDGET
FOR THE YEAR 1943

Administration Salaries	$ 71,940.82
Teachers' Salaries	
Day School	1,415,961.52
Substitutes	16,000.00
Physician	....
Athletics	8,025.00
Evening School	11,000.00
Americanization	2,500.00
Teachers' Examination	1,500.00
Janitors' Salaries	130,810.00
Text Books	16,000.00
Supplies	33,000.00
Nursery Class Supplies	2,000.00
Tuition	1,800.00
Transportation of Pupils	4,400.00
Fuel	35,000.00
Heating At Rindge	21,000.00
Light and Power at Rindge	3,000.00
Lighting	13,000.00
Power	1,500.00
Janitors' Supplies	4,000.00
Furniture and Furnishings	3,000.00
Athletic Clothing	2,000.00
Pensions	8,586.30
Retirement Fund Contribution	6,572.25
Kindergarten Christmas Expense	90.00
Minors' License Refunds	30.00
General Expenses	8,600.00
Other Expenses	3,000.00
Repairs	25,000.00
Day Care (Lanham Act) Appr. 5/7 43	22,129.00
TOTAL	$1,871,444.89

On motion by Committeeman Wood it was voted on the following roll-call that the Board of Assessors and other proper officials be notified that any budget previously reaching them is hereby recalled and the budget as adopted at this meeting be substituted in place thereof: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes. A motion by Vice-Chairman Dr. Cassidy to reconsider this vote, hoping same would not prevail, failed of adoption.

Committeeman Wood presented the following proposed amendment to the rules which lays on the "Calendar" in accordance with the rules: 'That the salaries of all permanent teachers in the Cambridge School Department be increased $200.00 a year rettroactive to January 1, 1943."

Committeeman Wood presented the following proposed amendment to the rules which lays on the "Calendar" in accordance with the rules. "All permanent Civil Service employees of the School Department and who come under Civil Service regulations be granted $200., additional as a yearly recompense subject to the approval of the Civil Service Commission.'.

On motion by Committeeman Fitzgerald it was voted to adopt the text books recommended by the Superintendent at the meeting of April 5, 1943:

Commiteeman Fitzgerald moved adoption of the following proposed amendment to the rules, as presented by Committeeman Fitzgerald at the meeting of April 5, 1943:

"QUORUM: Four members of the Committee shall constitute a quorum for the transaction of all business except when service in the armed forces of our country reduces the available membership to five or less, when a majority of available members shall constitute a quorum."

Committeewoman Mrs. Conant moved that the City Solicitor be asked to render an opinion as to whether three votes can amend the rules of the School Committee. Vice-Chairman Dr. Cassidy raised a point of order that there is a motion before the committee and further that the City Solicitor has already ruled that three votes were sufficient to pass any order, vote, resolution or petition. The chairman ruled that Vice-Chairman Dr. Cassidy's point of order was well taken. It was then voted on the following roll-call to adopt the proposed amendment to the rules as set forth above entitled "QUORUM": Committeemen Dr. Cassidy, Mr. Fitzgerald, and Mr. Wood voting yes. Committeewoman Mrs. Conant and Mayor Corcoran voting no.

It was voted to take from the table and give leave to withdraw to the proposed amendment to the rules, as submitted by Committeeman Wood at the meeting of February 1, 1943, relative to the extension of lists of all candidates approved by examination for permanent and substitute positions as teachers in the Cambridge School System.

On motion by Vice-Chairman Dr. Cassidy it was voted to take from the table the Superintendent's recommendation relative to the appointment of John T. Fitzgerald, John F. Burke, and Edmond J. Murphy, as military substitute teachers, as presented at the meeting of March 15, 1943. It was unanimously agreed to act on these appointments individually.

On the following roll-call it was voted that John T. Fitzgerald, teacher at the Fletcher School, be appointed military substitute teacher at the Rindge Technical School at a salary of $2,000.00 per year, effective, April 6, 1943: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes.

On the following roll-call it was voted that John F. Burke, teacher at the Houghton School, be appointed military substitute teacher at the Rindge Technical School at a salary of $1850.00 per year effective April 6, 1943: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes.

On the question of the recommended appointment of Edmond J. Murphy as substitute teacher at Rindge Technical School, the Assistant Superintendent advised that the Superintendent desired to have this recommendation read High and Latin School instead of Rindge Technical School. It was then voted on the following roll-call that Edmond J. Murphy, teacher at the Thorndike School be appointed military substitute teacher at the High & Latin School at a salary of $1850 per year effective April 6, 1943: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes.

A motion by Committeeman Fitzgerald to reconsider the votes appointing the above three military substitute teachers, hoping same would not prevail, failed of adoption.

Relative to the request that he report and make recommendation on the request of the Russian War Relief relative to the drive for clothing, the Superintendent presented the following report and recommendation.

Since receiving the letter from the Russian War Relief, I have received a request from another agency asking for the collection of clothing in the schools:

Since the beginning of the war, every class in every school has been making, collecting and mending clothing.

The High and Latin School girls have made hundreds of woolen sweaters, caps and mittens. All of these articles have been sent to the Red Cross for distribution.

I recommend that all articles, made or collected in the schools be sent to the Red Cross for distribution.

I believe the Red Cross knows better than any other organization where clothing and articles should be sent.

On motion by Vice-Chairman Dr. Cassidy, it was voted to adopt and approve the report as submitted by the Superintendent.

It was voted to lay on the table a motion by Vice-Chairman Dr. Cassidy that all teachers and other employees who are obliged to travel from one school to another be given car tickets forthwith.

On motion by Committeeman Wood it was voted on the following roll-call that at the close of the regular business of this meeting that the committee convene in executive session to consider the recommendations of the Civil Service Commission on the reclassifications: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes.

Vice-Chairman Dr. Cassidy offered a motion that all Civil Service Employees be invited to attend a special meeting of the committee to be called by the chairman to discuss their own classifications. After considerable debate, Vice-Chairman Dr. Cassidy was granted unanimous consent to withdraw his motion.

It was voted on motion by Committeeman Fitzgerald that the committee in executive session shall hear any other matters brought before it for consideration.

It was voted to convene in executive session.

It was unanimously voted to suspend the rules for the purpose of changing the date of the next regular meeting. It was then voted that the next regular meeting be held on Friday, May 7, 1943.

It was voted that a special meeting of the School Committee be held on an evening convenient to all the members, the secretary to determine the most convenient date after consultation with the individual members, and that Director of Civil Service Ulysses J. Lupien, and Mr. Gilbert of the division of Civil Service be invited to attend. (The secretary having complied with the above order, issued notice for a special meeting to be held on Thursday, April 29, 1943.)

It was voted that the School Department offices close at noon time on Good Friday and remain closed for the remainder of the day.

It was voted to reconvene in regular session.

It was voted to ratify all votes passed in executive session.

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Friday, May 7, 1943

REGULAR MEETING:

Members present: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Vice-Chairman Dr. Cassidy it was voted that the minutes of the meeting of April 20, 1943 be laid on the table.

Communications were presented from the United Rubber Workers of America, the Warren Italian-American Citizens' Club and the Cambridge Citizens' Committee for Women in Industry urging the establishment of Child Care Centers for the children of Working Mothers, and that the School Committee take advantage of the funds available under the Lanham Act for this purpose. On motion by Committeewoman Mrs. Conant it was voted that these communications be held in abeyance for action later in the meeting and that the interested parties be granted a public hearing on the question involved.

On motion by Committeewoman Mrs. Conant it was voted to place on file a communication from Beatrice McDonald, teacher at the High and Latin School, thanking the committee for granting her leave of absence.

On motion by Committeewoman Mrs. Conant it was voted to refer to the Superintendent with power a communication from Joseph A. DeGuglielmo, representing the Public Information Program of the American Bar Association, requesting permission to arrange for talks at assemblies of the High and Latin and Rindge Technical Schools in conjunction with "I Am An American Day".

A communication was received from the Cambridge Lodge of Elks asking that they be granted permission to use the Rindge Auditorium on the evening of June 14, 1943 for the purpose of holding Flag Day Exercises, and further asking that all charges, except the expense of janitor service, be waived. On motion by Vice-Chairman Dr. Cassidy it was unanimously voted to suspend the rules. It was then voted on motion by Vice-Chairman Dr. Cassidy that permission be granted in accordance with their request.

On motion by Vice-Chairman Dr. Cassidy it was voted to refer to the Committee on Buildings and Grounds a communication from the Board of Health relative to repair of roofs.

A communication was received from Jeremiah P. Reagan advising that he has been called into military service and requesting that he be granted leave of absence in accordance with the rules, and also that he be granted two weeks vacation with pay. On motion by Committeeman Fitzgerald it as voted on the following roll-call that Mr. Reagan be granted two weeks vacation with pay, at the expiration of which time he shall be granted military leave of absence in accordance with the rules: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes.

On motion by Committeeman Fitzgerald it was voted to make part of the records the following communication relative to the status of Cornelius McCormack:

DIVISION OF CIVIL SERVICE

Commonwealth of Massachusetts

February 16, 1943

Mr. Cornelius P. McCormack,
59 Essex Street,
Cambridge, Mass.

Dear Sir:

In reply to your letter dated January 20, 1943 I have to inform you that you are recorded on the records in this office as a janitor in the Cambridge School Department with a seniorityof August 19, 1940.

Very truly yours,

ULYSSES J. LUPIEN

Director

A communication was received from the Director of Civil Service advising that it was his understanding at the conference with the School Committee on April 29 that a temporary salary increase of $200.00 was to be granted to employees. On motion by Committeeman Fitzgerald it was voted that this communication be referred to the meeting at which reclassification of all employees is to be considered.

The Superintendent reported that Mary J. Conlin, teacher at the Webster School, has been granted military leave of absence in accordance with the rules, effective May 7, 1943.

The Superintendent recommended the adoption of the following Text Books, this recommendation to lay on the "Calendar" in accordance with the rules:

PUBLISHED BY RAND McNALLY & COMPANY

Dynamic Biology Today, by Baker - Mills
Manual for Dynamic Biology Today
Dynamic Physics, by Bower-Robinson
Laboratory Manual for Dynamic Physics

PUBLISHED BY HOUGHTON MIFFLIN COMPANY

Science on the March, Book One and Two, by Clark

The Superintendent recommended that examinations for substitute teaching positions be held at the Cambridge High and Latin School on Saturday, June 19th, 1943 at 9:00 a.m. On motion by Vice-Chairman Dr. Cassidy it was voted to approve the Superintendent's recommendation.

On motion by Committeeman Wood it was voted to approve the list of Subjects of Examination for the Permanent Teachers' Examinations to be held on June 26 and the Substitute Teachers' Examinations to be held on June 19.

On motion by Committeewoman Mrs. Conant it was voted that copies of the lists of Subjects of Examination be posted in a conspicuous place in all of the schools.

The Assistant Superintendent presented bids for furnishing anthracite and bituminous coal to the Cambridge School Department and on motion by Committeeman Fitzgerald it was voted that these bids be laid on the table.

The Assistant Superintendent advised that Civil Service had certified three names for the position of permanent bookkeeper and typist at a salary of $33.00 per week. On motion by Committeeman Fitzgerald it was voted that this matter be referred to executive session.

It was voted to refer to the Superintendent with power a communication from the Cambridge Volunteer Service Bureau advising that war conditions have created a critical shortage of student nurses and that the Mass. Hospital Association, Mass. Nursing Council for War Services and the Blue Cross have united in an effort to recruit student nurses and have requested that they be given permission to have booths at the Cambridge High and Latin School for this purpose on May 10, 11, and 12.

It was voted to accept a report of the Committee on Athletics and adopt a recommendation contained therein, that the Committee on Athletics will receive applications for the position of Director of High School Athletics, Faculty Managers and Coaches for the sports of football, basketball, track, and hockey and that the final date for filing such applications shall be from June 1, 1943.

It was voted to make part of the records the following Financial Report:

FINANCIAL REPORT FOR APRIL, 1943

	Appropriation	Expended to April 1	Expended during April	Total	Balance
Administration Salaries	$71,940.82	$15,906.62	5,642.15	21,548.77	50,392.05
Teachers' Salaries					
Day School	1,415,961.52	322.825.25	106,562.08	429,387.33	986,574.19
Substitutes	16,000.00	3,434.00	4,821.00	8,255.00	7,745.00
Athletics	8,025.00	2,959.99	278.33	3,238.32	4,786.68
Evening School	11,000.00	5,173.00	....	5,173.00	5,827.00
Americanization	2,500.00	1,333.50	72.50	1,406.00	1,094.00
Teachers' Examination	1,500.00	....	....	....	1,500.00
Janitors' Salaries	130,810.00	26,089.02	10,633.26	36,722.28	94,087.72
Text Books	16,000.00	70.21	362.40	432.61	15,567.39
Supplies	33,000.00	3,069.98	1,753.36	4,823.34	28,176.66
Nursery Class Supplies	2,000.00	219.43	177.24	396.67	1,003.33
Tuition	1,800.00	67.90	267.75	335.65	1,464.35
Transportation of Pupils	4,400.00	840.50	555.00	1,395.50	3,004.50
Fuel	35,000.00	9,049.99	4,784.44	13,834.43	21,165.57
Heating At Rindge	21,000.00	9,011.51	3,115.91	12,127.42	8,872.58
Light and Power at Rindge	3,000.00	268.00	326.31	594.31	2,405.69
Lighting	13,000.00	3,005.64	1,201.25	4,206.89	8,793.11
Power	1,500.00	449.66	205.24	654.90	845.10
Janitors' Supplies	4,000.00	574.90	191.46	766.36	3,233.64
Furniture and Furnishings	3,000.00	....	69.05	69.05	2,930.95
Athletic Clothing	2,000.00	257.54	81.75	339.29	1,660.71
Pensions	8,586.30	2,049.58	672.00	2,721.58	5,864.72
Retirement Fund Contribution	6,572.25	....	....	....	6,572.25
Kindergarten Christmas Expense	90.00	....	....	....	90.00
Minors' License Refunds	30.00	5.25	....	5.25	24.75
General Expenses	8,600.00	1,103.71	943.83	2,074.54	6,552.46
Other Expenses	3,000.00	162.51	108.89	271.40	2,728.60
Repairs	25,000.00	248.69	411.71	660.40	24,339.60
	$1,849,315.89	$408,176.38	143,236.91	551,413.29	1,297,902.60

On motion by Committeewoman Mrs. Conant it was unanimously voted to suspend the regular order of business. It was then voted that the meeting be opened to a public hearing on the nursery schools and Lanham Act. The following persons appeared and spoke in favor of continuing the nursery classes with the aid of funds to be procured under the provisions of the Lanham Act:

Mr. Alfred Whitman, 39 Hurlburt Street, Cambridge, Secretary of the Children's Aid Bureau and Chairman of the Mass. Day Care Committee.

Miss Esther J. Stuart, 10 Dana St., Cambridge, Director of the Avon Home.

Alfred Vellucci, 152 Porter Street, Cambridge, Representing the Warren Italian-American Citizens' Club.

Miss Abagail Elliot, 21 Francis Avenue.

Mrs. Elizabeth Furry, 104 Lexington Avenue, Cambridge, Representing Cambridge Citizens' Committee for Women in Industry.

Mr. William Akerley, 16 Locust Street, Cambridge, Representing the Cambridge Central Labor Union.

Mrs. Violet Marshall, 22 Seckle Street, Cambridge, Representing the C.I.O. Rubber Workers' Union.

Mr. Frank S. Curtin, 26 Pleasant Street, Cambridge, Secretary-treasurer, Cambridge Central Labor Union.

At the conclusion of the hearing the chair ordered resumption of the regular order of business.

On motion by Committeeman Fitzgerald it was voted that the Text Books recommended by the Superintendent at the meeting of April 20, 1943 be approved.

Relative to the Superintendent's recommendation that James J. Dougherty be appointed military substitute teacher at the High and Latin School, it was unanimously agreed, on request of the Assistant Superintendent, that the recommendation be changed to read "Rindge Technical School" inasmuch as Edmond J. Murphy has been assigned to the position at the High and Latin School. It was then voted on the following roll-call that James J. Dougherty be appointed military substitute teacher at the Rindge Technical School at a salary of $1850.00 per year, effective May 3, 1943: Committeemen Dr. Cassidy, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes; Committeewoman Mrs. Conant voting no. A motion by Committeeman Fitzgerald to reconsider this vote, hoping same would not prevail, failed of adoption.

Committeeman Wood moved adoption of the proposed amendment to the rules, as presented at the meeting of April 20, 1943, "that the salaries of all permanent teachers in the Cambridge School Department be increased $200.00 a year retroactive to January 1, 1943". Committeewoman Mrs. Conant moved to amend this proposed amendment to the rules by adding "and said increase in salary shall continue in force for the duration of the war." On the following roll-call it was voted **NOT** to adopt Committeewoman Mrs. Conant's amendment: Committeewoman Mrs. Conant voting yes; Committeemen Dr. Cassidy, Mr. Fitzerald, Mr. Wood and Mayor Corcoran voting no. It was then voted on the following roll-call to adopt the proposed amendment to the rules that "The salaries of permanent teachers in the Cambridge School Department be increased $200.00 a year retroactive to January 1, 1943": Committeemen Dr. Cassidy, Mr. Fitzgerald, Mr. Wood and Mayor Corcoran voting yes; Committeewoman Mrs. Conant not voting. A motion by Committeeman Fitzgerald to reconsider this vote, hoping same would not prevail, failed of adoption.

Committeeman Wood moved adoption of the proposed amendment to the rules, as presented at the meeting of April 20, 1943, that "All permanent Civil Service employees of the School Department who are under Civil Service regulations be granted $200.00 additional as a yearly recompense, subject to the approval of the Civil Service Commission." Committeeman Fitzgerald moved to amend this proposed amendment to the rules by striking out the words "subject to the approval of the Civil Service Commission. On the following roll-call Committeeman Fitzgerald's amendment failed of adoption: Committeemen Dr. Cassidy, and Mr. Fitzgerald voting yes; Committeemen Wood, Mrs. Conant and Mayor Corcoran voting no. Committeewoman Mrs. Conant moved to amend the proposed amendment by adding "said recompense shall continue in force for the duration of the war and six months thereafter." Committeeman Wood raised a point of order that a vote has already been taken on amendments and the question now comes on the main question. The chair ruled that a motion may be amended twice and therefore Committeewoman Mrs. Conant's amendment is in order. On the following roll-call Committeewoman Mrs. Conant's amendment failed of adoption; Committeemen Mr. Fitzgerald and Mrs. Conant voting yes. Committeemen Dr. Cassidy, Mr. Wood and Mayor Corcoran voting no. It was then voted on the following roll-call to adopt the motion to amend the rules that "All permanent Civil Service employees of the School Department who are under Civil Service regulations be granted $200.00 additional as a yearly recompense, subject to the approval of the Civil Service Commission": Committeemen Dr. Cassidy, Mr. Wood and Mayor Corcoran voting yes. Committeeman Fitzgerald voting no. Committeewoman Mrs. Conant not voting. A motion by Vice-Chairman Dr. Cassidy to reconsider this vote hoping same would not prevail, failed of adoption.

On motion by Vice-Chairman Dr. Cassidy it was voted to take from the table the following proposed amendment to the rules: "Under the direction of the School Committee, the School Department business offices shall be under the direct supervision of the Business Agent". Vice-Chairman Dr. Cassidy moved adoption of the proposed amendment to the rules and on the following roll-call it was voted to amend the rules as set forth above: Committeemen Dr. Cassidy, Mr. Fitzgerald and Mr. Wood voting yes; Committeewoman Mrs. Conant and Mayor Corcoran voting no. A motion by Vice-Chairman Dr. Cassidy, to reconsider this vote, hoping same would not prevail, failed of adoption.

It was voted to take from the table the matter of the assignment of the speakers for the school graduations. Committeewoman Mrs. Conant asked that she be assigned as speaker at the graduation of the High and Latin School. It was voted to adopt a motion by Committeeman Fitzgerald that the chairman poll the committee and each member shall express his choice for a speaker for the High and Latin School graduation. The following roll call resulted:

Vice-Chairman Dr. Cassidy voted for Committeeman Wood.

Committeewoman Mrs. Conant voted for Committeewoman Mrs. Conant.

Committeeman Fitzgerald voted for Committeeman Wood.

Committeeman Wood voted for Committeeman Wood.

Mayor Corcoran voted for Committeewoman Mrs. Conant.

Speakers were then assigned as follows for the school graduations:

High and Latin, May 25, 8:00 p.m. Mr. Wood.
Rindge Technical, May 26, 8:00 p.m. Dr. Cassidy.
Roberts, June 1, 9:30 a.m. Dr. Cassidy.
Peabody, June 2, 2:00 p.m. Mr. Wood.
Fletcher, June 3, 9:30 a.m. Mr. Fitzgerald.
Longfellow, June 4, 11:00 a.m. Dr. Cassidy.
Morse, June 4, 11:00 a.m. Mr. Wood.
Putnam, June 7, 9:30 a.m. Mr. Fitzgerald.
Houghton, June 8, 9:30 a.m. Mrs. Conant.
Wellington, June 8, 11:00 a.m. Mr. Fitzgerald.
Thorndike, June 8, 2:00 p.m. Mr. Fitzgerald.
Agassiz, June 9, 9:30 a.m. Mrs. Conant.
Ellis, June 9, 11:00 a.m. Dr. Cassidy.
Webster, June 9, 2:00 p.m. Dr. Cassidy.
Kelley, June 10, 9:30 a.m. Mr. Fitz-

gerald.

Russell, June 11, 9:30 a.m. Mrs. Conant.

Haggerty. June 11, 11:00 a.m. Mrs. Conant. ,

Boys Vocational and
Girls Vocational, June 11, 8:00 p.m.
Mrs. Conant.

On motion by Vice-Chairman Dr. Cassidy it was voted on the following roll-call to take from the table and adopt the motion that all teachers and other employees who are obliged to travel from one school to another be given car tickets forthwith: Committeemen Dr. Cassidy, Mr. Fitzgerald, Mrs. Conant, Mr. Wood and Mayor Corcoran voting yes.

It was voted to lay on the table the following report submitted by the Superintendent in response to the motion that he investigate the first five names on the permanent elementary list and bring into the committee complete information concerning teachers on said list who are now substituting, the date when they first substituted, the total number of days they have substitued and whether or not it is necessary to appoint them permanent teachers; if his answer as to whether or not they should be appointed is in the negative he shall furnish the school committee with an adequate reason why those who have taught for a period of 90 days have not been appointed permanent teachers in our system:

Names of first five persons on the permanent elementary list:

Dorothy M. Welch *

Charlotte A. Maher -- Has not been available for substitute work since June 1941.

Mary P. Regan -- Entered U. S. Navy on October 1, 1942.

Elizabeth A. Steinkrauss **

John J. McKenna -- Entered U. S. Army on February 21, 1941.

*After the present eligible list was promulgated on June 24, 1940, Miss Welch began substitute work on September 20, 1940. She worked as a substitute on 165 days during the school year 1940-1941, 173 days during the school year 1941-1942 and up to May 1, 1943, she has worked 139 days during the present school term. She is doing substitute work in the first grade at the Morse School at the present time in place of Miss Curran who was transferred to a higher grade to take the place of Mrs. Patti who is on leave of absence.

** After the present eligible list was promulgated on June 24, 1940, Miss Steinkrauss began substitute work on Sept. 18, 1941. She worked as a substitute teacher on 155 days during the school year 1941-1942 and up to May 1, 1943 she has worked on 130 days during the present school term. She is doing substitute work at the Roberts School at the present time in place of William G. Traveis who has been transferred to the Vocational School for Boys as a military substitute.

I do not recommend permanent appointments of teachers at the present time because the enrollment has been decreasing constantly for several years.

The enrollment in the primary and grammar grades of the elementary schools in April 1938 was 9854 and the enrollment in the same grades in April 1943 was 7729. A decrease of 2125 in five years.

Between October and April of the current school year the enrollment in the primary and grammar grades of the elementary schools has decreased by 160. A period of only six months.

I expect a further large decrease in the enrollment in the elementary schoosl next September and I do not anticipate the retirement of any teachers in the elementary grades at the end of the current year.

In my opinion the foregoing facts constitute a sufficient reason for not recommending the appointments of permanent teachers at the present time.

M. E. FITZGERALD

Superintendent of Schools

The committee appointed to consider matters pertaining to the school office management submitted the following proposed amendments to the rules and it was voted that this report lay on the table:

Meeting of the sub-committee appointed to consider matters pertaining to the school office management was held on Monday, April 26, 1943 and was attended by Committeemen Dr. James J. Cassidy, James F. Fitzgerald and Russell A. Wood.

Your sub-committee recommends that the Business Agent and the Assistant Business Agent shall be directed to carry out the following duties:

Subject to the direction of the School Committee, the business agent shall keep and audit the accounts of the committee, and prepare the annual budget for presentation to the committee. He shall keep for the examination of the committee a record of the amounts and kind of supplies furnished to each school.

Under the direction of the School Committee the business agent shall prepare and submit to the committee all bills, payrolls, estimates of expenditures and financial reports; and perform such other duties as the School Committee may from time to time require. The chairman of the School Committee shall designate a member of the committee to sign the payrolls each month.

The Business Agent shall present bills for the tuition of state wards in the schools to the State Department of Public Welfare and shall also present bills for the tuition of non-resident pupils.

Under direction of the School Committee the assistant business agent shall purchase and have the care of all books, apparatus and supplies procured for the use of the School Department and keep account of the same.

Upon receiving requisitions from the schools which have been approved by the Superintendent, the Assistant Business Agent shall distribute to the schools the books, apparatus and supplies so purchased and kept in stock.

The assistant business agent shall report to the committee on the second meeting of each month the number of requisitions submitted by the members of each department and the total number of orders filled.

It shall be the duty of the assistant business agent, under the direction of the School Committee to purchase and keep on hand, within the limits of the appropriation for that purpose a stock of textbooks and supplies large enough to meet such reasonable requirements of the schools as can be anticipated. When in the administration of the the Department supplies and materials are required, the estimated cost of which will exceed five hundred dollars, the assistant business agent, under the direction of the School Committee, shall prepare specifications for the same. Proposals shall be invited by advertisements in at least one newspaper in the city once a week for at least two consecutive weeks, the last publication to be made at least one week before the time specified for the opening of said proposals. Copies of such advertisements shall be mailed to at least five business concerns who are regular dealers in the supplies or materials required. Such advertisements shall state the time and place where plans and specifications of proposed work or supplies may be had and the time and place for opening the proposals in answer to said advertisements and shall preserve to the city the right to reject any and all such proposals. All such proposals shall be sealed and the container marked with the words "Proposal" for................. to be opened .... at .... time........... and submitted on the form and in the container provided by the depart-opened in public. No bill or contract shall be split or divided for the purpose of evading any provision of the above.

All contracts made by the committee in which the amount involved is five hundred dollars or more shall be in writing, and no such contract shall be deemed to have been made or executed until the approval of the School Committee is affixed thereto. Any contract made as aforesaid may be required to be accompanied by a bond with securities satisfactory to the committee, or by a deposit of money, certified check or other security for the faithful performance thereof and such bonds or other securities shall be deposited with the City Treasurer until the contract has been carried out in all respects; and no such contract shall be altered except by a written agreement of the contractor, the sureties on his bond, and the School Committee.

All bills for ordinary repairs, materials or supplies shall be itemized so as to show the amount charged for labor and for each item of materials and supplies.

No textbooks or supplies for use in the schools shall be issued by the assistant business agent except on written request of the principal of the school countersigned by the Superintendent.

No supplies shall be issued to the custodians of schoolhouses except on written request of the principal of the school countersigned by the chief custodian and approved by the School Committee.

Upon receipt of a requisition properly approved, the assistant business agent shall immediately fill it from stock; or if the article is not found in stock, he shall procure it as soon as possible.

The books and stationery issued shall be such, and only such as the committee authorizes. No teacher shall require or advise any pupil to purchase, for use in the schools, any book, pamphlet, publication or article of stationery.

Annually during the month of December, under the direction of the School Committee, the business agent shall prepare his estimate of the amount of money needed for the general expenses of the committee and for each department.

Under the direction of the School Committee, the business agent, upon the basis of these estimates, shall prepare the annual budget of appropriations for the use of the committee. The Superintendent shall present it to the committee during the first month of the financial year.

The appropriations shall be made for the general expenses of the committee, and for each department, and shall be divided into the following items:

1. The School Committee:
   General Expenses
   General Salaries
2. Salaries:
   Day Schools
   Evening Schools
   Tuition paid other cities
   Transportation of pupils
   Support of Truants
3. Textbooks and Supplies
   Other School Expenses
4. Custodian's Salaries
   Custodian's Supplies
   Fuel and Light
   Furniture and Furnishings
   Repairs

Respectfully submitted,

Dr. James J. Cassidy
Russell A. Wood
James F. Fitzgerald

Committeeman Fitzgerald presented the following proposed amend ment to the rules which lays on the "Calendar" in accordance with the rules: "The position of Supervisor of Kindergartens and Supervisor of Primary Schools shall be consolidated."

On motion by Committeeman Fitzgerald it was voted that James P. Hoar, concessionaire for the High and Latin and Rindge Technical School lunchrooms be requested to submit to the School Committee at or before the next regular meeting a list of the firms or persons with whom he does business as the concessionaire for the above mentioned lunchrooms.

On motion by Committeeman Fitzgerald it was voted to convene into executive session before adjournment is taken.

Vice-Chairman Dr. Cassidy presented the following proposed amendment to the rules which lays on the "Calendar" in accordance with the rules:

Paragraph (a) of Sec. 6 of Chap. I as appearing in the printed book of rules of the School Committee be striken therefrom and the following paragraph be inserted in place thereof:

There shall be two standing sub-committees, namely Committee on Buildings and Grounds and Committee on Athletics, the membership of each committee to consist of not more than three members to be elected at the first regular meeting after each biennial election by a majority of the members present at such meeting. The first member elected to each committee shall be designated as chairman. Upon the passage of this order the present committees on Buildings and Grounds and Athletics shall be discharged forthwith and the School Committee shall proceed to the election of the sub-committee established by this rule and named herein.

On motion by Committeewoman Mrs. Conant it was voted on the following roll-call that in addition to the sums previously appropriated and set forth in the budget of the School Department for the year 1943, that the sum of $22,129.00 be appropriated and included in the budget for the year 1943 in anticipation of the acceptance by the School Committee of aid under the Lanham Act: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Wood and Mayor Corcoran voting yes; Committeeman Fitzgerald not voting on the grounds that the City Solicitor has previously ruled such appropriations illegal and because legislature is still pending before the State Legislature to make same legal. A motion by Committeewoman Mrs. Conant to reconsider this vote hoping same would not prevail, failed of adoption.

It was voted to convene in executive session.

The Assistant Superintendent presented the list of three names certified by Civil Service as eligible for the position of permanent bookkeeper and typist at a salary of $33.00 per week. It was voted that this matter lay on the table.

It was voted that the Director of High School Athletics, Leander McDonald, Faculty Manager Henry Lynch and Head Football Coach Wilfred Metevier (all of Rindge Technical School) be requested to appear before the School Committee at the next regular meeting relative to a bill for medical attention to a boy who was injured while playing football.

It was voted to reconvene in open session.

It was voted that all votes passed in executive session be ratified and affirmed.

It was voted to adjourn.

ADJOURNED:
EDWARD J. O'CONNELL

Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, May 17. 1943

REGULAR MEETING.

Members present: Mrs. Conant, Mr. Fitzgerald, Mr. Wood and Vice-Chairman Dr. Cassidy.

Vice-Chairman Dr. Cassidy in the chair,

On motion by Committeeman Fitzgerald it was voted that the minutes of the meeting of May 7, 1943 be approved as printed.

On motion by Committeeman Fitzgerald it was voted that the Cambridge League of Women Voters be granted permission to sponsor in the schools their annual Back-Yard Garden Project.

It was voted on motion by Committeeman Fitzgerald that the Cambridge Lodge of Elks be granted permission to hold their Flag Day Exercises in Rindge Auditorium on June 12 instead of June 14 as originally requested.

It was voted to make part of the records the following communication from the Cambridge Teachers' Club.

CAMBRIDGE TEACHERS' CLUB

May 14, 1943

To the Honorable
The Cambridge School Committee:

On behalf of the Cambridge Teachers Club, I wish to express our appreciation for the consideration that you have shown us in granting an increase in salary at this time.

I am confident that your action will result in higher morale and continued cooperation on the part of the teaching force.

Yours very truly,

JOSEPH C. SULLIVAN,
President

A communication was received from the Cambridge Post - American Legion inviting the members of the School Committee to participate in the memorial exercises on Sunday afternoon, May 30, 1943 at 3:00 p.m. On motion by Committeeman Fitzgerald it was voted to accept the invitation and the committee's appreciation for their kind invitation be transmitted to the American Legion.

A communication was presented from Russell E. Hoyt Post, Veterans of Foreign Wars, asking that leaves of absence without loss of pay be extended to John J. Moran and John Campbell, employees of the School Department who are delegates to the Annual Veterans of Foreign Wars convention to be held on June 24, 25 and 26. On motion by Committeeman Fitzgerald it was voted that the request be granted and that Mr. Moran and Mr. Campbell be granted leave of absence without loss of salary on June 24, 25 and 26.

A communication was received from Civil Service advising that a quantity of position-classification questionnaires were being sent the Cambridge School Department and requesting that these questionaires be distributed to all civil service employees of the department, with the exception of those in the custodian service who have already submitted questionnaires and as soon as they are filled out said questionnaires are to be returned to the Director of Civil Service. On motion by Committeeman Fitzgerald it was voted that the Business Agent be instructed to distribute the questionnaires and that employees are to be notified that when said questionnaires are properly filled out they are to be returned to the Superintendent who shall, after examination, submit them to the School Committee.

On motion by Committeeman Wood it was voted to refer to the Business Agent for study and report a communication from the City Manager relating to the audit recently conducted by the State on the books of the City of Cambridge.

On motion by Committeeman Wood it was voted to take from the table the following communication from Alfred E Whitman, Chairman of the Massachusetts Day Care Committee:

MASSACHUSETTS COMMITTEE ON PUBLIC SAFETY

May 8, 1943

Hon. John H. Corcoran,
Chairman Cambridge School
Committee
Cambridge, Mass.
My dear Mr. Corcoran:

I was indeed very happy to be of service to the School Committee at its meeting last evening, and while I could not give final answers on some points, I hope that you all found it worth while to have me meet with you.

On the basis of what I heard last evening, and what I have heard on other occassions, I certainly hope that the committee will accept the Lanham grant if it is made. Also, I hope that when this matter is settled the committee will feel that it can take some steps to aid the group of children from five to fourteen years through before and after school services, lunches, summer vacation plans or whatever the plans call for.

As you requested, I am enclosing a full copy of Title II of the Lanham Act from which I made excerpts for the use of the meeting.

Also I am enclosing a copy of the so-called substitute for House 631, and House 632 to which I referred last night. I think it is proper for me to tell you that this morning I reached Senator Rowe who is chairman of the Joint Committee on Education and he told me that his committee had given the bill an almost unanimous favorable report Its passage will certainly answer many points raised by the members of the Board last evening.

I shall be glad personally or through the State Committee to give any assistance I can to the Cambridge School Committee. On the question as to what Cambridge needs you should get such help from Miss Esther Stuart who is chairman of the Cambridge Day Care Committee.

Sincerely yours,

ALFRED F. WHITMAN, chairman
Mass. Day Care Committee

The secretary requested that authority be granted to return the deposits of the unsuccessful bidders in the matter of printing the School Committee minutes. Committeewoman Mrs. Conant moved that the contract for printing these minutes be awarded to the next lowest bidder. Committeeman Fitzgerald raised a point of order that the committee is not concerned at present with the awarding of any contract but that someone has raised the question as to whether the meeting at which the contract was originally awarded, namely, February 15, 1943, was legal or otherwise. The chair ruled that the meeting of February 15, 1943 was a legally held meeting. It was then voted on motion by Committeeman Wood that the motion to award the contract to the second lowest bidder be tabled until New Business.

The Superintendent recommended that the following text books be adopted for use in the Cambridge Public Schools, this recommendation to lay on the "Calendar" in accordance with the rules:

PUBLISHED BY HOUGHTON MIFFLIN COMPANY:
CALLING ALL CITIZENS, by Rienow.
PERSONAL PROBLEMS AND MORALE, by Geisel

McGRAW HILL BOOK COMPANY:
ELEMENTS OF TOPOGRAPHIC DRAWING, by Sloane and Montz

PUBLISHED BY JOHN C. WINSTON COMPANY.
ARITHMETIC WE USE, by Brueckner Grossnickle and Merton.
TODAY AND TOMORROW, by Hildreth, Felton, Meighton Pratt

PUBLISHED BY SILVER BURDETT COMPANY:
NEW WORLD HORIZONS, Grade 8, by Lawrence.
LEARNING TO LOOK AT OUR WORLD, Grade 3, by Dorris, & Tapp.

The Assistant Superintendent informed the committee that in answer to advertisements for bids for rebinding and repairing of text books only one bid was received. On motion by Committeeman Fitzgerald it was voted on the following roll-call that the Cambridge Bookbinding Company of 365 Walden Street, Cambridge, being the only bidder, be awarded the contract for rebinding and repairing of textbooks at a price of thirty-five (35c) per volume: Committeemen Mr. Fitzgerald, Mrs. Conant, Mr. Wood, and Vice-Chairman Dr. Cassidy voting yes. A motion by Committeeman Fitzgerald to reconsider this vote, hoping same would not prevail, failed of adoption.

The secretary presented the following report of the Committee on Buildings and Grounds:

COMMITTEE ON BUILDINGS AND GROUNDS

Saturday, May 15, 1943

PRESENT: Mayor John H. Corcoran, Chairman, Committeewoman Mrs. Cora Butler Conant.

It was voted to recommend that each member of the School Committee be supplied with a list of assignments and duties of all custodians, janitors, and matrons in the system.

It was voted to recommend that bids be advertised for painting the interior and exterior of the Thorndike School.

It was voted to recommend that, subject to the approval of the Chief Custodian, the City Manager be granted permission to have City Departments paint the dental clinics in the Ellis, Russell, Wellington, and Roberts Schools and that the Chief Custodian be granted authority to have the roof and walls of the Roberts School, adjacent to the Dental Clinic on the top floor, repaired and waterproofed.

It was voted to recommend that the Board of Health be given permission to use Room 6 in the Thorndike School as a Dental Clinic, all expenses in moving the present clinic and setting up same in new location to be borne by the Board of Health.

It was voted to recommend that the Board of Library Trustees be granted permission to install, at their own expense, a small radiator in the cloak room of the branch library located in the Willard School where a reference collection is housed.

It was voted to recommend that the Board of Library Trustees be granted permission to erect, at their own expense, a sign on the Lake and Lawrence Street fence announcing the branch library in the Willard School.

It was voted to refer to the Chief Custodian the request of the Board of Library Trustees that certain doors leading from the branch library be locked.

Respectfully submitted,

Committee on Buildings and Grounds

Committeeman Fitzgerald moved that the report of the Committee on Buildings and Grounds be referred to the new committee on Buildings and Grounds which will be elected at this meeting. After considerable debate Committeeman Fitzgerald was given unanimous consent to withdraw his motion and it was voted on motion by Committeeman Wood that the report be referred to New Business.

On motion by Committeeman Fitzgerald it was voted that the Text Books recommended by the Superintendent at the meeting of May 7, 1943 be approved.

Committeeman Fitzgerald moved adoption of the following proposed amendment to the rules, as presented at the meeting of May 7, 1943: "The positions of Supervisor of Kindergartens and Supervisor of Primary Schools shall be consolidated in to one position of Supervisor of Kindergartens and Primary Schools".

Committeeman Wood in the chair.

On the following roll-call it was voted, to adopt the proposed amendment that "The positions of Supervisor of Kindergartens and Supervisor of Primary Schools shall be consolidated in to one position of Supervisor of Kindergartens and Primary Schools:" Committeewoman Mrs. Conant, Mr. Fitzgerald, and Mr. Wood voting yes; Vice-Chairman Dr. Cassidy voting no.

A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Vice-Chairman Dr. Cassidy in the chair.

Committeeman Wood moved adoption of the following proposed amendment to the rules, as presented by Vice-Chairman Dr. Cassidy at the meeting of May 7, 1943:

"That Paragraph a, Sec. 6 of Chap. I as appearing in the printed book of rules be stricken out and the following paragraph be inserted in place thereof: 'There shall be two standing sub-committees, namely committee on Buildings and Grounds and Committee on Athletics, the membership of each committee to consist of not more than three members to be elected at the first regular meeting after each bienniel election by a majority of the members present at said meeting. The first member elected to each committee shall be designated as chairman'. Upon the passage of this order the present committee on Buildings and Grounds and Athletics shall be discharged forthwith and the School Committee shall proceed to the election of the sub-committees established by this rule and named herein."

Committeewoman Mrs. Conant moved to amend the above proposed amendment to the rules by adding "that no individual member is to be allowed to serve on more than one of these standing committees". On the following roll-call it was voted NOT to adopt Committeewoman Mrs. Conant's amendment: Committeewoman Mrs. Conant voting yes; Committeemen Fitzgerald. Wood and Vice-Chairman Dr. Cassidy voting no. It was then voted on the following roll-call to adopt the proposed amendment to the rules as submitted by Vice-Chairman Dr. Cassidy and set forth above: Committeemen Fitzgerald, Wood and Vice-Chairman Dr. Cassidy voting yes; Committeewoman Mrs. Conant voting no.

On motion by Committeeman Wood it was then voted to proceed to the nomination and election of members of the Committee on Athletics and the Committee on Buildings and Grounds in accordance with the amendment to the rules just adopted:

Committeeman Wood placed in nomination the name of Committeeman James F. Fitzgerald as chairman of the Committee on Buildings an Grounds and on the following roll-ca Committeeman Fitzgerald was elected

Committeeman Fitzgerald vote for Committeeman Fitzgerald.
Committeewoman Mrs. Conant voted for Committeeman Fitzgeral (providing there are no interlockin committees)
Committeeman Wood voted f Committeeman Fitzgerald.
Vice-Chairman Dr. Cassidy vote for Committeeman Fitzgerald.

Committeeman Wood placed in nomination the name of Committeewoma Mrs. Conant as a member of the Committee on Buildings and Grounds. O the following roll-call Committeewoman Mrs. Conant was elected a member of the Committee on Building and Grounds:

Committeeman Fitzgerald voted fo Committeewoman Mrs. Conant.
Committeewoman Mrs. Conant voted for Committeewoman Mrs. Conant (providing there are no interlocking committees.)
Committeeman Wood voted for Committeewoman Mrs. Conant.
Vice-Chairman Dr. Cassidy vote for Committeewoman Mrs. Conant.

Committeeman Fitzgerald placed i nomination the name of Vice-Chairman Dr Cassidy as a member of the Committee on Buildings and Grounds. Vice-Chairman Dr. Cassidy declined the nomination.

Vice-Chairman Dr Cassidy nominated Committeeman Wood as chairma of the Committee on Athletics. Committeeman Wood declined the nomination and in turn nominated Vice-Chairman Dr Cassidy as chairman o the Committee on Athletics. On the following roll-call Vice-Chairman Dr Cassidy was elected chairman of the Committee on Athletics:

Vice-Chairman Dr. Cassidy voted for Vice-Chairman Dr. Cassidy
Committeewoman Mrs Conant voted for Vice-Chairman Dr. Cassidy.
Committeeman Fitzgerald voted for Vice-Chairman Dr. Cassidy.
Committeeman Wood voted for Vice-Chairman Dr. Cassidy.

Committeeman Fitzgerald placed i

man Wood as a member of the Committee on Athletics. On the following roll-call Committeeman Wood was elected a member of the Committee on Athletics:

Committeewoman Mrs. Conant voted for Committeeman Wood.
Committeeman Fitzgerald voted for Committeeman Wood.
Committeeman Wood voted for Committeeman Wood.
Vice-Chairman Dr. Cassidy voted for Committeeman Wood.

Committeewoman Mrs. Conant raised a point of information and asked if there wasn't a provision in our rules or in Robert's Rules of Order that His Honor, the Mayor is a member ex-officio of all sub-committees. The chairman answered in the negative.

On motion by Committeeman Fitzgerald it was voted to take from the table the minutes of the meeting of April 20, 1943 It was then voted that the minutes of the meeting of April 20, 1943 be approved as printed.

On motion by Committeeman Wood it was voted to take from the table the Superintendent's report relative to the first five names on the permanent elementary list as presented at the meeting of May 7, 1943. On motion by Committeeman Fitzgerald it was voted that this report be referred back to the Superintendent and that the Assistant Superintendent be instructed to check with all the public schools and bring in a complete report on each individual school showing the names and addresses of teachers who are substituting on a permanent basis, the names and addresses of teachers who are substituting on a day-to-day basis, the reason why they are substituting and the name of the teacher whose position the substitute teacher is filling.

On motion by Committeeman Wood it was voted to take from the table the report of the committee appointed to consider matters pertaining to the School Office management. as presented at the meeting of May 7, 1943. Committeeman Wood moved the previous question. A motion by Committeewoman Mrs. Conant that the report be placed back on the table failed of adoption. The motion for the previous question prevailed and it was then voted to adopt the following report of the committee appointed to consider matters pertaining to the school office management: Committeewoman Mrs. Conant is recorded as voting no. A motion to reconsider this vote failed of adoption.

Meeting of the sub-committee appointed to consider matters pertaining to the school office management was held on Monday, April 26, 1943 and was attended by Committeemen Dr. James J. Cassidy, James F. Fitzgerald and Russell A. Wood.

Your sub-committee recommends that the Business Agent and the Assistant Business Agent shall be directed to carry out the following duties:

Subject to the direction of the School Committee, the business agent shall keep and audit the accounts of the committee, and prepare the annual budget for presentation to the committee. He shall keep for the examination of the committee a record of the amounts and kind of supplies furnished to each school.

Under the direction of the School Committee the business agent shall prepare and submit to the committee all bills, payrolls, estimates of expenditures and financial reports; and perform such other duties as the School Committee may from time to time require. The chairman of the School Committee shall designate a member of the committee to sign the payrolls each month.

The Business Agent shall present bills for the tuition of state wards in the schools to the State Department of Public Welfare and shall also present bills for the tuition of non-resident pupils.

Under direction of the School Committee the assistant business agent shall purchase and have the care of all books, apparatus and supplies procured for the use of the School Department and keep account of the same.
Upon receiving requisitions from the schools which have been approved by the Superintendent, the Assistant Business Agent shall distribute to the schools the books, apparatus and

supplies so purchased and kept in stock.

The assistant business agent shall report to the committee on the second meeting of each month the number of requisitions submitted by the members of each department and the total number of orders filled.

It shall be the duty of the assistant business agent, under the direction of the School Committee to purchase and keep on hand, within the limits of the appropriation for that purpose a stock of textbooks and supplies large enough to meet such reasonable requirements of the schools as can be anticipated. When in the administration of the the Department supplies and materials are required, the estimated cost of which will exceed five hundred dollars, the assistant business agent, under the direction of the School Committee, shall prepare specifications for the same. Proposals shall be invited by advertisements in at least one newspaper in the city once a week for at least two consecutive weeks, the last publication to be made at least one week before the time specified for the opening of said proposals. Copies of such advertisements shall be mailed to at least five business concerns who are regular dealers in the supplies or materials required. Such advertisements shall state the time and place where plans and specifications of proposed work or supplies may be had and the time and place for opening the proposals in answer to said advertisements and shall preserve to the city the right to reject any and all such proposals. All such proposals shall be sealed and the container marked with the words "Proposal" for.................. to be opened .... at .... time............ and submitted on the form and in the container provided by the department. All such proposals shall be opened in public. No bill or contract shall be split or divided for the purpose of evading any provision of the above.

All contracts made by the committee in which the amount involved is five hundred dollars or more shall be in writing, and no such contract shall be deemed to have been made or executed until the approval of the School Committee is affixed thereto. Any contract made as aforesaid may be required to be accompanied by a bond with securities satisfactory to the committee, or by a deposit of money, certified check or other security for the faithful performance thereof and such bonds or other securities shall be deposited with the City Treasurer until the contract has been carried out in all respects; and no such contract shall be altered except by a written agreement of the contractor, the sureties on his bond, and the School Committee.

All bills for ordinary repairs, materials or supplies shall be itemized so as to show the amount charged for labor and for each item of materials and supplies.

No textbooks or supplies for use in the schools shall be issued by the assistant business agent except on written request of the principal of the school countersigned by the Superintendent.

No supplies shall be issued to the custodians of schoolhouses except on written request of the principal of the school countersigned by the chief custodian and approved by the School Committee.

Upon receipt of a requisition properly approved, the assistant business agent shall immediately fill it from stock; or if the article is not found in stock, he shall procure it as soon as possible.

The books and stationery issued shall be such, and only such as the committee authorizes. No teacher shall require or advise any pupil to purchase, for use in the schools, any book, pamphlet, publication or article of stationery.

Annually during the month of December, under the direction of the School Committee, the business agent shall prepare his estimate of the amount of money needed for the general expenses of the committee and for each department.

Under the direction of the Sch
Committee, the business agent, u
the basis of these estimates,
prepare the annual budget of
priations for the use of the comm
tee. The Superintendent shall p

sent it to the committee during the first month of the financial year.

The appropriations shall be made for the general expenses of the committee, and for each department, and shall be divided into the following items:

1. The School Committee:
   - General Expenses
   - General Salaries
2. Salaries:
   - Day Schools
   - Evening Schools
   - Tuition paid other cities
   - Transportation of pupils
   - Support of Truants
3. Textbooks and Supplies
   - Other School Expenses
4. Custodian's Salaries
   - Custodian's Supplies
   - Fuel and Light
   - Furniture and Furnishings
   - Repairs

Respectfully submitted,
Dr. James J. Cassidy
Russell A. Wood
James F. Fitzgerald

It was voted on motion by Committeewoman Mrs. Conant to take from the table the list certified by Civil Service for the position of permanent bookkeeper-typist. On the following roll-call it was voted on motion by Committeewoman Mrs. Conant that Catherine M. Fallon, 117 Hamilton Street. Cambridge, being the first name on the list, be appointed permanent bookkeeper-typist in the Cambridge School Department at a salary of $33.00 per week: Committeeman Fitzgerald, Mrs. Conant, Mr. Wood and Vice-Chairman Dr. Cassidy voting yes.

Relative to the motion that he report on the request of the Girl Scouts for permission to use the facilities of the Wyman School for a Girl Scout cooking class, the Assistant Superintendent advised that the Superintendent had talked this matter over with the Chief Custodian and it was agreed that the facilities at the Wyman School were not satisfactory for such class and the Girl Scouts have been so notified and they. therefore, have withdrawn their request.

There having been no reply received from the request that James P. Hoar, concessionaire of the high school lunchrooms advise the committee as to the firms or persons with whom he does business as the concessionaire for these lunchrooms, Committeeman Fitzgerald moved that the contract awarded to Mr. Hoar be terminated at the end of the present school year. After considerable discussion Committeeman Fitzgerald was granted unanimous consent to withdraw his motion and it was then voted to adopt a motion by Committeewoman Mrs. Conant that the Vice-Chairman appoint a sub-committee of three to make a report on the manner in which Mr. Hoar is operating the lunch rooms. The Vice-Chairman appointed Committeeman Fitzgerald, Mrs. Conant and Mr. Wood to serve on this sub-committee.

Committeeman Fitzgerald presented the following proposed amendment to the rules, which lays on the "Calendar" in accordance with the rules:

"Any candidate approved by examination for a permanent or substitute teaching position in the Cambridge Public Schools in the capacity of Military Substitute or Permanent Substitute shall receive a $200.00 yearly increase in salary".

Committeeman Fitzgerald presented the following proposed amendment to the rules, which lays on the "Calendar" in accordance with the rules:

Candidates for teaching positions whose names appear on the permanent examined list and who are recommended by the Superintendent for appointment as Military Substitute Teachers shall, upon acceptance of said position, have their names placed on a list to be known as the Reserve List and this list shall remain in existance until all candidates appearing thereon are appointed to permanent positions.

Names shall appear on the reserve list in the order in which they accept positions as military substitute teachers or other positions designated herein, and under the subject the candidates' name appears on the permanent examined list. In the case of vacancies occuring in subjects for which a reserve list exists the position shall be offered to those whose names appear on said list in the order of their standing except as hereinafter provided.

Any candidate whose name has appeared on the permanent examined list since its promulgation in June, 1940 and who has served as a substitute teacher in the Cambridge Public School System for an aggregate period of not less than 250 days shall have their name placed on the Reserve List and shall be entitled to all the benefits set forth therein.

Teachers now permanently employed by the Cambridge School Department who accept transfers to military substitute positions at a higher salary than received from their permanest assignments shall not be subject to the benefits of the Reserve List, nor shall they be deprived of any rights formerly heretofore enjoyed.

Committeeman Fitzgerald presented the following proposed amendment to the rules, which lays on the "Calendar" in accordance with the rules:

Any qualified candidate who is appointed a substitute teacher (military substitute or otherwise) from the permanent examined list and who serves for a period of thirty (30) consecutive school days or longer in any school year shall be compensated after the thirty-day period on a per diem basis at the minimum rate of pay for the position to which the substitute teacher is assigned.

On motion by Committeeman Fitzgerald it was voted that the Secretary requisition Civil Service for a list of persons eligible or permanent appointment to the position of clerk-stenographer.

Committeeman Wood in the chair.

On motion by Vice-Chairman Dr. Cassidy it was voted that the Head Custodian bring in a report at the next meeting of the School Committee as to the approximate cost of blacking out the gymnasium at Rindge Technical School.

On motion by Vice-Chairman Dr. Cassidy it was voted that the Head Custodian. acting with the headmaster of both high schools arrange to have placed on the school grounds appropriate signs indicating the proper entrance to the main offices of both high schools

It was voted that the Superintendent of Schools arrange to transfer the office of the three directors from its present location in the Charles F. J. McCue Trophy Room at Rindge Technical School to suitable quarters in the High and Latin School.

Vice-Chairman Dr. Cassidy presented the following proposed amendment to the rules, which lays on the "Calendar" in accordance with the rules: "Beginning with the school year, September 1943, the Abraham Lincoln School be operated as it was in 1934 and 1935, as a regular grammar school of eight grades and kindergarten".

Vice-Chairman Dr. Cassidy submitted the following proposed amendment to the rules which lays on the "Calendar" in accordance with the rules: "The list of all candidates approved by examination for permanent and substitute positions as teachers in the Cambridge School System shall be extended for the duration of the war" and any candidate desiring to try to better their present mark shall be permitted to take the forthcoming teachers' examinations scheduled for June of this year.

Vice-Chairman Dr. Cassidy in the chair.

Committeewoman Mrs. Conant moved that the contract for printing the minutes of the School Committee meetings be awarded to the second lowest bidder because the lowest bidder has shown himself to be irresponsible On the following roll-call this motion failed of adoption: Committeewoman Mrs. Conant voting yes; Committeemen Fitzgerald, Wood and Vice-Chairman Dr. Cassidy voting no.

It was voted on motion by Committeeman Fitzgerald that someone in authority at the Cambridge Recorder be requested to appear at the next school committee meeting for the purpose of explaining why the minutes of the 1942 School Committee meetings have not been completed.

On motion by Committeeman Fitzgerald it was voted that the deposits from all bidders in connection with the printing of the minutes of the School Committee meetings, except that of the Cambridge Recorder, be returned forthwith.

It was voted on motion by Committeeman Fitzgerald that the report of the Committee on Buildings and Grounds as presented earlier in the meeting be referred to the newly elected committee on Buildings and Grounds.

Committeeman Fitzgerald presented the following proposed amendment to Section 3 of Chapter IX as appearing on Page 32 of the book of rules, which lays on the table in accordance with the rules. "The qualifications for candidates for the position of teacher in the high schools shall be as set forth in the Rules of the School Committee except that the word "high" in the sentence relating to experience shall be striken out so that the sentence shall read - 'He must have had two years' successful experience in teaching in day schools'."

On motion by Committeeman Wood it was voted that no question in History, or Geography in the forthcoming teachers' examinations shall pertain to any references more recent than the beginning of the present world conflict

Committeeman Wood in the chair.

On motion by Vice-Chairman Dr. Cassidy it was voted that all bills in connection with the recent Service Flag Dedicatory Exercises, as conducted by the School Committee, be referred to the Business Agent for payment.

On motion by Committeeman Fitzgerald it was voted that the Committee on Buildings and Grounds consider the advisability of resoding the school grounds.

Vice-Chairman Dr. Cassidy in the chair.

Committeeman Wood presented the following proposed amendment to the rules, which lays on the "Calendar" in accordance with the rules: "Credit as of one year's experience shall be allowed to any candidate having a Master's Degree from a recognized school or college in addition to the stated requirements for eligibility for certificate to teach in Cambridge."

It was voted to convene in executive session.

Director of High School Athletics Leander MacDonald, Faculty Manager Henry Lynch of Rindge Technical School and Wilfred Metivier - head coach of football at Rindge Technical School, appeared before the committee relative to a bill for dental service received by a boy who was injured while playing football .It was voted that the Superintendent of Schools confer with the boy with reference to his conduct in having this dental work done without proper authority and that the bill then be paid from the high schools athletic fund.

It was voted to reconvene in open session.

It was voted that the votes passed in executive session be ratified.

It was voted to adjourn,

ADJOURNED:

EDWARD J. O'CONNELL

Secretary of the School Committee

SCHOOL COMMITTEE
(OFFICIAL REPORT)

Monday. June 7, 1943

REGULAR MEETING:

Members present: Committeemen Fitzgerald, Mrs. Conant, Wood and Vice-Chairman Dr. Cassidy.

Vice'Chairman Dr. Cassidly in the chair.

On motion of Committeewoman Mrs. Conant it was voted to correct the minutes of the meeting of May 17, 1943 by changing the word 'first" to "lowest" in the motion submitted by her relative to the awarding of the contract for printing the minutes of the School Committee meetings and also to correct the motion passed in executive session relative to the Superintendent talking to the athlete who had certain dental work done without authority by striking out the words "and lecture him" and insert the words 'confer with the boy". It was then voted on motion by Committeeman Fitzgerald that the minutes of the meeting of May 17, 1943, be approved as corrected.

On motion by Committeeman Fitzgerald it was voted to lay on the table an act now before the State Legislature to empower the City of Cambridge to pay certain expenses from the appropriation of the School Committee.

A communication was presented from Mrs. Caroline MacDonald Foster a former teacher in the Cambridge School System, asking that the rule prohibiting persons over fifty years of age from taking the teachers' examination be suspended in order that she may have the chance to take the examination.

Committeeman Fitzgerald in the chair.

Vice-Chairman Dr. Cassidy moved that Mrs. Caroline MacDonald Foster be granted permission to take the teachers' examination in accordance with her request. The chair ruled the motion out of order as it will require suspension of the rules in order to allow her to take the examination and there are not sufficient members present to suspend the rules.

Vice-Chairman Dr. Cassidy in the chair.

On motion by Committeeman Fitzgerald it was voted that, in accordance with a request, made by Cambridge Post, American Legion, all members of the School Department who are delegates, alternates or members of Cambridge Post, American Legion be granted leave of absence without loss of pay to attend the State Convention of the American Legion to be held in Boston on August 20-21, 1943.

On motion by Committeeman Fitzgerald it was voted that, in accordance with a request made by Cambridge Post, American Legion, all members of the School Department who are members of Cambridge Post, American Legion be granted time off without loss of pay to attend the National Convention of the American Legion on September 20, 21, 22, 1943.

A communication was received from the Cambridge Community Center inviting the members of the School Committee to address their members on Tuesday, June 15, 1943. On motion by Committeeman Fitzgerald it was voted that the invitation be accepted and the letter placed on file.

A communication was received from the City Manager requesting, on behalf of the Board of Library Trustees, that permission be given to establish a deposit station at the Sleeper School. It was voted that this matter be referred to the Committee on Buildings and Grounds.

It was voted to refer to the Superintendent for study and recommendation the following communication from the Cambridge Women's War Savings Staff:

May 26, 1943

Mayor Corcoran
City Hall
Cambridge, Mass.
Dear Mr. Mayor:

The Cambridge Women's War Savings Staff asks for permission to use the Rindge School on Saturday, July 17, as a setting for some activities to further the sale of war bonds and stamps. Cambridge's aim is the purchase of a Flying Fortress (B-17) to be named "Cambridge, Massachusetts." To buy this bomber Cambridge Citizens must purchase $450,000 worth of E Bonds___this amount to be over and above the regular Cambridge bond quota. The goal of the July 17 event is to influence the people of Cambridge to buy E. bonds. In order to carry out our plan we should like the use in the Rindge School of:

1. The cafeteria (from 5 to 7 p.m.) where the different groups of foreign origin will serve supper to be paid for in stamps.

2. The toilet facilities on the 2nd floor (for ladies) and on the 1st floor (for men).

3. The theatre, for the dramatic performance (7:30 to 10.15 p. m.) consisting of the different numbers to be put on by the various "nationalities" or organizations in Cambridge;

4. The gymnasium for a dance (10:30 p. m.—) where the Fort Devens band will play; a stamp being the charge for each dance.

Because the Rindge School will be used to help the U. S. Treasury in its efforts to sell E bonds, we ask that the usual charge be omitted.

Sincerely yours,
MRS. A. KINGSLEY PORTER
Chairman

A communication was received from the Director of Civil Service advising that the salary mentioned in the requisition for a clerk-stenographer, namely $33.00, is much above the usual entrance salary rate for other departments in the city and that he would be glad to recognize a reguisition at a salary of $22.00 per week. On motion by Committeeman Wood it was voted that this matter be referred to the Superintendent who shall confer with the Director of Civil Service for the purpose of adjusting the salary on this requisition.

A petition was presented by a group of boys between the ages of eight and thirteen who live in the vicinity of the Russell School asking that they be permitted to play baseball in the Russell School yard after school hours and during the summer recess. On motion by Committeeman Wood it was voted that the petition be granted provided that soft-ball only shall be played and no hard-ball playing shall be permitted; and that the Master of the Russell School be instructed to tell the pupils that this privilege is only for those between the ages of eight and thirteen.

On motion by Committeeman Fitzgerald it was voted to make part of the records a report from the secretary that the Director of Civil Service has approved the $200.00 increase in salary for all Civil Service employees.

It was voted on motion by Committeeman Fitzgerald to place on file a communication from the Cambridge Day care Committee offering their assistance in establishing the War Nurseries.

The Superintendent recommended that the following Text Books be adopted for use in the Cambridge Public School, this recommendation to lay on the "Calendar'- in accordance with the rules:

PUBLISHED BY THE MACMILLAN COMPANY

Literature, Book, One Two and Three.

PUBLISHED BY GINN & COMPNY:

Never Surrender, by Brassil Fitzgerald.

PUBLISHED BY D. C. HEATH COMPANY:

MILITARY FRENCH, by Francois Denoeu.

PUBLISHED BY THE AMERICAN BOOK CO.

SURVEY OF HIGH SCHOOL MATHEMATICS, by Nyberg.

The Superintendent reported the death, on June 16, 1943 of Lucy Cline, teacher at the Willard School, and a teacher in the system for over thirty-three years. On motion by Committeeman Fitzgerald it was voted that the School Committee express to Miss Cline's nearest of kin their sincere sympathy upon learning of her death.

The Superintendent recommended that the following teachers, having completed sucessfully three years' service in the Cambridge Public Schools, be placed on tenure from September 1, 1943 in accordance with the rules of the School Committee, this recommendation to lay on the "Calendar":

High and Latin
George J. Lovett, Jr.

Rindge Technical
William J. Reagan
John J. Terry, Jr.

Agassiz
Joseph M. Flynn ,

Haggerty
Hallette S. Conant-K

Houghton
John F. Burke
Philip H. Cutter, Jr.
Alice P. Kelley

Kelley
Charlotte M. Burke

Longfellow
Eleanor M. Goulart
John H. Harrington

Morse
Mary M. Curran
Julia A. Pierce
Mary A. Sheridan-K

Putnam
Margaret G. McCarthy
Anna M. Rynne
Thomas J. Sheehan, Jr.

Roberts
Mary P. Boyle
Margaret M. Colbert
Margaret M. Donovan
Pauline R. Mulqueeney

Thorndike
Edmond J. Murphy
Frances E. Reagan

Webster
Eleanor A. Fallon
Edward F. Hurley

Wellington
John F. Temple

Vocational School for Boys
Edward A. Conley
Joseph J. Ranieri

Cooking
Dorothy L. Ghizzoni

Sewing
Ellen H. Smith

Physically Handicapped Children
Agnes A. Doran

The Superintendent recommended that the following teachers be reelected for one year from Sept. 1, 1943 in accordance with the rules of the School Committee, this recommendation to lay on the 'Calendar:"

High and Latin
Agatha C. F. Maguire
Esther M. McDonald
Mary J. O'Keefe
Rindge Technical
William J. Coughlan
Paul G. Dugan
William J. Joyce

Sleeper
Anne M. Casey-K

Sewing
Gertrude J. Trant

Hospital Teacher
Mary F. Buckley

It was voted to refer to the Committee on Buildings and Grounds with full power a request received from the Board of Health that they be allowed to use the Haggerty, Morse, Putnam, Roberts, Sleeper, Kelley, Agassiz and Houghton Schools for Diptheria Immunization Clinics during the months of July, August, September and October.

The Superintendent presented a communication from Winifred M. Linehan, teacher at the Agassiz School, advising that she recently contracted Scarlet Feavor in the performance of her duties which caused her to be absent from her duties for twenty-three days and requesting that these days be not subtracted from her accumulated sick-leave allowed by the rules of the committee. On motion by Committeeman Fitzgerald it was voted that this matter be laid on the table.

The Assistant Superintendent presented the following communication from the Harvard Graduate School of Education:

Graduate School of Education
HARVARD UNIVERSITY

June 3, 1943

Mr. M. E. Fitzgerald
Superintendent of Schools
Cambridge, Mass.

Dear Mr. Fitzgerald:

This is an earnest request for the cooperation of the Cambridge School Department in the conduct of an important educational enterprise during the coming summer.

The Harvard Workshop in Education, which is described in the attached folder, will hold a special Institute beginning July 12 and lasting through Friday, July 16. The Institute will be a special feature of the Social Studies section of the workshop and will be under the immediate direction of Professor Howard E. Wilson. It will concern itself with Latin-American relations and materials for teaching about Latin-American countries. The Institute is to be conducted in cooperation with the Pan-American Society of Massachusetts, with the support of the Division of Cultural Relations of the Department of State

Our request to the Cambridge School Department is for the use of the Auditorium of the Rindge Technical School, together with Room 101, 103 and 105. We should like to use the Auditorium every morning at ten during the week of July 12, omitting Saturday, and on the afternoon of Monday, Tuesday and Friday of that same week. The small rooms we should like to use throughout the five days of the Institute, but not in the evening. The small rooms would be used for group meetings and the discussion of material.

We turn to you at this time because nearly every available space at Harvard is now utilized by the Army and Navy. The undertaking on which we are now engaged is not an ordinary academic enterprise but has a very definite connection with the present emergency and the effort of the United States Government to bring about more cordial cooperation with its neighbors in South America.

I sincerely hope that yau may find it possible to grant us the use of the rooms I have named at the Rindge.

With kindest personal regards, I am

Yours ever sincerely,
HENRY W. HOLMES

The Assistant Superintendent recommended that permission as requested be granted. Committeeman Wood moved adoption of the Assistant Superintendent's recommendation. It was voted to adopt a substitute motion by Committeeman Fitzgerald that the Harvard Graduate School of Educ tion be granted permission to use tl Auditorium and Rooms 101, 103 an 105 in the Rindge Technical School from July 12 to July 16 for the purpose of holding a special Institute in cooperation with the Pan American Society of Mass., provided that Mayor Corcoran will acquiesce to suspension of the rules relating to the use of school buildings. (A communication was received from the office of the Mayor, under date of June 15, notifying that he is in agreement with suspension of rules relating to the use of school buildings in order that the request may be granted).

On motion by Committeeman Fitzgerald it was voted to refer to the Superintendent with power a request received from the Cambridge Tuberculosis & Health Association that they be granted permission to offer to the high school girls this summer a pre-professional course in Child Care.

The Assistant Superintendent presented the following report relative to the Lanham Act:

"We received a telegram on May 20 announcing the fact that our application for funds under the Lanham Act had been approved. Under date of May 20 we received a letter stating that certain forms would have to be filled out and forwarded to their office as promptly as possible. We were then advised that this must be done within ten days. I wrote them on June 1 and asked for an extension of the ten-day time limit in order that the School Committee might have an opportunity to discuss this matter at their next regular meeting, to be held on June 7, 1943. Today, June 7, we received word from the New York office advising that our request had been granted and that they would expect the acceptance proceedings to be received in their office not later than June 9."

Committeewomen Mrs. Conant moved approval and acceptance of the offer of Lanham Act Funds. Committeeman Wood offered a substitute motion that the Superintendent of Schools be instructed to ask the authorities under the Lanham Act if this act could be restricted to mothers who are heads of families or who are the sole support of their children. Committeeman Fitzgerald seconded the substitute motion. Committeewoman Mrs. Conant raised the point of order that the substiture motion was not made in good faith and asked if, in accordance with parliamentary procedure, the maker of the original motion did not have to accept the substitute motion. The chair ruled that the motion was in order. It was then voted to adopt Committeeman Wood's substitute motion "that the Superintendent of Schools be instructed to ask the authorities under the Lanham Act if this act could be restricted to mothers who are the heads of families or who are the sole support of their children." A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Committeeman Fitzgerald it was voted that candidates for the position of Kindergarten teacher who were permitted to take the examination in June 1940 with nursery school experience, shall be permitted to take the examination scheduled for June 26, 1943.

The Superintendent presented bids for paper, pencils, etc., and it was voted that they be laid on the table.

It was voted to make part of the records the following financial report:

FINANCIAL REPORT FOR MAY, 1943

	Appropriation	Expended to May 1	Expended During May	Total	Balance
Administration Salaries	71,940.82	21,548.77	5,962.87	27,511.64	44,429.18
Teachers' Salaries					
Day School	1,415,961.52	429,387.33	154,503.68	583,891.01	832,070.51
Substitutes	16,000.00	8,255.00	2,335.00	10,590.00	5,410.00
Athletics	8,025.00	3,238.32	978.33	4,216.65	3,808.35
Evening School	11,000.00	5,169.00	....	5,169.00	5,831.00
Americanization	2,500.00	1,406.00	....	1,406.00	1,094.00
Teachers' Examination	1,500.00	....	....	....	1,500.00
Janitors' Salaries	130,810.00	36,722.28	9,003.64	45,725.92	85,084.08
Text Books	16,000.00	432.61	600.29	1,032.90	14,967.10
Supplies	33,000.00	4,823.34	2,146.82	6,970.16	26,029.84
Nursery Class Supplies	2,000.00	396.67	329.62	726.29	1,273.71
Tuition	1,800.00	335.65	112.56	448.21	1,351.79
Transportation of Pupils	4,400.00	1395.50	234.00	1,629.50	2,772.50
Fuel	35,000.00	13,834.43	6,592.71	20,427.14	14,572.86
Heating At Rindge	21,000.00	12,127.42	3,159.55	15,286.97	5,713.03
Light and Power at Rindge	3,000.00	594.31	251.37	485.68	2,154.32
Lighting	13,000.00	4206.89	1,433.13	5,640.02	7,359.98
Power	1,500.00	654,90	194.64	849.54	650.46
Janitors' Supplies	4,000.00	766.36	14.04	780.40	3,219.60
Furniture and Furnishings	3,000.00	69,05	106.10	175.15	2,824.85
Athletic Clothing	2,000.00	339.27	275.36	614.65	1,385.35
Pensions	8,586.30	2,721.58	678.70	3,400.28	5,186.02
Retirement Fund Contribution	6,572.25	....	6,572.25	6,572.25	....
Kindergarten Christmas Expense	90.00	....	....	....	90.00
Minors' License Refunds	30.00	5.25	.75	6.00	24.00
General Expenses	8,600.00	2,047.54	791.37	2,838.91	5,761.09
Other Expenses	3,000.00	271.40	99.51	370.91	2,629.09
Repairs	25,000.00	660.40	1,332.47	1,992.87	23,007.13
For Lanham Act	22,129.00	....	....	....	22,129.00
	$ 1,871,444.89	551,409.29	197,708.76	749,118.05	1,122,326.84

On motion by Committeeman Fitzgerald it was voted that the following report of the Commitee on Buildings and Grounds be approved and the recommendations contained therein adopted:

Committee On Buildings And Grounds
Monday, June 17, 1943

PRESENT: Committeeman James F. Fitzgerald, Chairan, Committeewoman Mrs. Cora Butler Conant.

It was voted to recommend that each member of the School Committee be supplied with a list of assignments and duties of all custodians, janitors, and matrons in the system.

It was voted to recommend that bids be advertised for painting the interior and exterior of the Thorndike School.

It was voted to recommend that, subject to the approval of the Chief Custodian, the City Manager be granted permission to have City Departments paint the dental clinics in the Ellis, Russell, Wellington, and Roberts Schools and that the Chief Custodian be granted authority to have the roof and walls of the Roberts School, adjacent to the Dental Clinic on the top floor, repaired and waterproofed.

It was voted to recommend that the Board of Health be given permission to use Room 6 in the Thorndike School as a Dental Clinic, all expenses in moving the present clinic and setting up same in new location to be borne by the Board of Health.

It was voted to recommend that the Board of Library Trustees be granted permission to install, at their own expense, a small radiator in the cloak room of the branch library located in the Willard School where a reference collection is housed, the Chief Custodian to determine the proper location for said radiator.

It was voted to recommend that the Board of Library Trustees be granted permission to erect, at their own expense, a sign on the Lake and Lawrence Street fence announcing the branch library in the Willard School.

It was voted to refer to the Chief Custodian the request of the Board of Library Trustees that certain doors leading from the branch library be locked.

It was voted to recommend that the request of the Committee on Public Safety be granted for the installation of a gas plate at the Peabody School and that the Chief Custodian determine the proper location for same all expenses to be paid by the committee on public safety.

It was voted to adjourn.

Respectfully submitted,

Committee on Buildings and Grounds

It was voted that the following report of the Committee on Athletics be approved and the recommendations contained therein adopted and that so much of the report relating to the condition of the school buildings be referred to the Committee on Buildings and Grounds:

COMMITTEE ON ATHLETICS

June 7, 1943.

PRESENT: Committeeman Dr. Cassidy, Chairman. Committeeman, Russell A. Wood.

It was voted that 66 sweat-shirts and letters be awarded to the members of the nine winning district teams in the elementary school baseball league for 6, 7 and 8th grade boys, $47.45 of the total cost to be paid from the elementary school athletic fund and the sum of $60.00 be appropriated from the high schools athletic fund.

It was voted to accept with thanks the gift offered by Director of Physical Education Joseph J. Smith and Assistant Director of Physical Education Humphrey O'Leary of a set of parallel bars for use in the Roberts School gymnasium, cost of transporting same to be borne by the School Department.

It was voted that authority be granted to Director of High School Athletics Leander MacDonald to advertise for bids for football material.

It was voted to request the Committee on Buildings and Grounds to make the following repairs:

LATIN GYM: Repair all windows. Repair walls. Wash gym floor. Repaint basketball court.

LATIN LOCKER ROOM (girls): Repair all windows. Wash and paint walls and ceiling. Need more dressing lockers. Move glass partition nearer outdoor entrance. Remodel old shower room for office and teacher's. Install a wooden floor. Remove old toilets and replace with two modern.

LATIN CORRECTIVE GYM: General cleaning and painting of walls, floor pipes and ceiling. Repair and weather strip 4 windows facing street. Board up three windows facing driveway.

LATIN CORRECTIVE OFFICE: General cleansing and painting walls, floor, pipes and ceiling. Panel walls to bottom of windows. Repair and weather strip one window facing court yard. Board up two windows facing driveway.

RINDGE GYM: Daily sweeping ot floor. Reset floor plates. Repair the windows.

RINDGE LOCKER ROOM: All lockers cleaned and repaired. A number of shower bathheads need repair especially individual showers. All after school activities not under the supervision of the Department of Physical Education should be supervised in order to prevent so much unnecessary damage to lockers and showers.

It was voted to adjourn.

Respectfully submitted,

Committee on Athletics

On motion by Committeeman Fitzgerald it was voted that the Text Books recommended by the Superintendent at the meeting of May 17, 1943, be adopted.

It was unanimously agreed to give leave to withdraw to the proposed amendment to the rules relative to the permanent or military substitute teachers receiving a $200 increase in salary.

Committeeman Fitzgerald moved adoption of the proposed amendment to the rules entitled "Reserve List". After considerable discussion unanimous consent was granted to strike out the last paragraph of this proposed amendment and insert a new paragraph and it was voted that the following proposed amendment as amended be laid on the table:

RESERVE LIST

Candidates for teaching positions whose names appear on the permanent examined list and who are recommended by the Superintendent for appointment as Military Substitute Teachers shall, upon acceptance of said position, have their names placed on a list to be known as the Reserve List and this list shall remain in existance until all candidates appearing thereon are appointed to permanent positions.

Names shall appear on the reserve list in the order in which they accept positions as military substitute teachers or other positions designated herein, and under the subject the candidates' name appears on the permanent examined list. In the case of vacancies occuring in subjects for which a reserve list exists the position shall be offered to those whose names appear on said list in the order of their standing except as hereinafter provided.

Any candidate whose name has appeared on the permanent examined list since its promulgation in June, 1940 and who has served as a substitute teacher in the Cambridge Public School System for an aggregate period of not less than 250 days shall have their name placed on the Reserve List and shall be entitled to all the benefits set forth therein.

Teachers now permanently employed by the Cambridge School Department who accept transfers to military substitute positions shall have their names placed on the Reserve List and shall be entitled to all the benefits thereof, provided that such appointment shall be to a position of military substitute teacher of the subject for which they were examined.

Committeeman Fitzgerald moved adoption of the proposed amendment to the rules, as presented at the meeting of May 17, 1943, that "any qualified candidate who is appointed a substitute teacher (military substitute or otherwise) from the permanent examined list and who has served for a period of 30 consecutive days or longer in any school year shall be compensated, after the 30-day period, on a per diem basis at the minimum rate of pay for the position to which the substitute teacher is assigned.' Committeewoman Mrs. Conant asked to amend this proposed amendment by adding at the end the words "Provided such substitute has the recommendation of the Master or principal of the school and the Superintendent." Committeeman Fitzgerald accepted the amendment and it was voted that this proposed amendment to the rules be laid on the table

Committeeman Fitzgerald in the chair.

It was voted on motion by Vice-Chairman Dr. Cassidy to lay on the table the proposed amendment to the rules, as presented at the meeting of May 17 1943, that 'beginning with the school year, September - 1943, the Abraham Lincoln School shall be operated as it was in 1934 - 1935, as a regular grammar school of eight grades and kindergarten."

On motion by Vice-Chairman Dr. Cassidy it was voted to adopt the proposed amendment to the rules, as presented at the meeting of May 17, 1943 "that the list of all candidates approved by examination for permanent and substitute positions as teachers in the Cambridge School System shall be extended for the duration of the war" and any candidate desiring to try to better their present mark shall be permitted to take the forthcoming teachers' examinations scheduled for June 26, 1943.

On motion by Vice-Chairman Dr. Cassidy it was voted to adopt the proposed amendment to Sec. 3, Chap. IX as appearing on Page 32 of the book of rules, as presented at the meeting of May 17, 1943 that 'the qualifications for candidates for the position of teacher in the high schools shall be as set forth in the rules of the School Committee except that the word 'High' in the sentence relating to experience shall be stricken out so that the sentence shall read - He must have had two years' experience in teaching in day schools".

Vice-Chairman Dr. Cassidy in the chair.

On motion by Committeeman Wood it was voted to adopt the proposed amendment to the rules, as presented at the meeting of May 17, 1943, that "Credit of one years' experience shall be allowed to any candidate having a Master's degree from a recognized school or college in addition to the stated requirements for eligibility for certificate to teach in Cambridge".

It was voted to take from the table the bids for furnishing anthracite and bituminous coal to the School Department,

On the following roll-call it was voted on motion by Committeeman Fitzgerald that the contract for supplying bituminous coal be awarded to the lowest bidder, the Stetson Fuel Corp., 496 First Street, Boston, at a price of -9.30 a ton, 1%/10 days: Committeemen Fitzgerald, Mrs. Conant, and Mr. Wood voting yes; Vice-Chairman Dr. Cassidy voting no.

On the following roll-call it was voted on motion by Committeeman Fitzgerald that the contract for supplying anthracite coal be awarded to the lowest bidder, Robert Fawcett & Son, 360 Portland Street, Cambridge at a total price of $3,715.30: Committeemen Fitzgerald, Mrs. Conant, Mr. Wood and Vice-Chairman Dr Cassidy voting yes.

On motion by Committeeman Wood it was voted to take from the table and place on file a communication received from Alfred E. Whitman, the chairman of the Mass. Day Care Committee, relative to the Lanham Act.

Relative to the motion presented at the meeting of May 17, 1943 that he report as to the approximate cost of blacking out the gymnasium at the Rindge Technical School, the Chief Custodian advised that it is impossible to black out this gymnasium. On motion by Committeeman Fitzgerald it was voted that it is not feasible at this time.

On motion by Committeeman Fitzgerald it was voted that the Superintendent be requested to be present at the next meeting of the School Committee and bring in recommendations and nominations to fill present existing vacancies.

On motion by Committeeman Wood it was voted that the boys' lunch room in the High and Latin School, which is now a gloomy and dingy place, be repainted in light, attractive colors, the floor refinished with light colored paint and that the fixtures and furniture be improved and modernized so far as possible and that the Committee on Buildings and Grounds be empowered to do the work at once.

Committeeman Fitzgerald in the chair.

Vice-Chairman Dr. Cassidy presented the following proposed amendment to the rules, which lays on the "Calendar" in accordance with the rules: "For this year 1943 teachers who have been engaged as permanent substitutes in the elementary schools for one year or more, be made permanent teachers to fill the existing vacancies."

Vice-Chairman Dr. Cassidy presented the following proposed amendment to the rules which lays on the "'Calendar in accordance with the rules: Military substitutes who have been recommended by the Superintendent be made permanent teachers to fill existing vacancies.'

Vice-Chairman Dr. Cassidy presented the following proposed amendment to the rules which lays on the "Calendar" in accordance with the rules: "The age limit of 50 years be amended to permit former teachers who have left our system to take the teachers' examination to be held in June, 1943."

Vice-Chairman Dr. Cassidy in the chair.

On motion by Committeeman Fitzgerald it was voted that the masters and principals of all the public schools call to the attention of their pupils the fact that Cambridge is conducting a drive to purchase a Flying Fortress (B-17 to be named "Cambridge, Massachusetts' and that the pupils be requested to become active participants in this drive by assisting in the sale of, and increasing their own purchases of, war stamps and bonds.

Committeeman Fitzgerald in the chair.

It was voted to adopt a motion by Vice-Chairman Dr. Cassidy that all the ARP material and equipment be removed from the shower-bath roon at the Longfellow School.

Vice-Chairman Dr. Cassidy moved that the schools close on June 21, instead of June 25 The chair ruled the motion out of order for the reason that it will require suspension of the rules to change the closing date.

It was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Wednesday, June 23, 1943

SPECIAL MEETING: Called at the request of Mrs. Cora Butler Conant, Dr. Frank E. Duddy, and Russell A. Wood, members of the School Committee acting under Sec. 3, Chap. I of the rules of the committee and called for the purpose of considering and acting upon matters pertaining to the Lanham Act.

Present: Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

Mrs. Conant moved acceptance of the offer of the Federal Works Agency to set up day-care centers in the City of Cambridge. A motion for the previous question having prevailed it was voted on the following roll-call to adopt Mrs Conant's motion: Dr. Cassidy, Mrs Conant, Dr. Duddy, Miss Kelleher, Mr Wood and Mayor Corcoran voting yes; Mr. Fitzgerald voting no.

Mr Fitzgerald moved to rescind the motion accepting the offer of Lanham Funds by the Federal Works Agency, this motion to lay on the table in accordance with the rules.

The Superintendent recommended that the entire personnel of the recently closed WPA schools be re-employed on Project Mass. 19-M-8, Day Care Facilities, under the supervison of Elizabeth F. Butler, supervisor of primary grades and kindergartens, and that the Superintendent appoint temporarily, as needed, upon the recommendation of Miss Butler additional teachers from our eligible list of teachers and report the names of the persons selected to the School Committee at its next meeting. The chair ruled that any further business is out of order. Dr Duddy asked the chairman if it was his understanding that the Assistant Superintendent of Schools could proceed with setting up these nurseries and report on same at the recessed meeting. The chair stated that Dr. Duddy was correct. Mrs. Conant appealed from the chair's ruling that no further business could come before the meeting. On the following roll-call the ruling of the chair was sustained: Dr. Cassidy, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, and Mayor Corcoran voted to sustain the chair; Mrs. Conant and Mr. Wood voted not to sustain the chair.

Dr. Cassidy in the chair.

A motion by Mr. Wood to reconsider this vote, accepting the offer of the Federal Works Agency to set up Day-Care Centers in the City of Cambridge, (trusting same would not prevail) failed of adoption on the following roll-call: Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Mis Kelleher, Mr. Wood and Dr. Cassidy voting no.

It was voted on motion by Dr. Duddy that the School Committee instruct the Assistant Superintendent to proceed to organize and complete the details in the operation of the day-care nurseries.

It was voted to adjourn:

ADJOURNED:

EDWARD J. O'CONNELL,
Secretary of the School Committee.

SCHOOL COMMITTEE

(OFFICIAL REPORT)

REGULAR MEETING:

Monday, June 21, 1943.

Present: Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

It was voted to convene in to executive session.

The committee reconvened in regular session and Miss Kelleher and Dr. Duddy presented their credentials as acting members of the School Committee and it was voted that they be made part of the records:

CITY OF CAMBRIDGE
Board of Election Commissioners

June 19, 1943.

Mr. Frank E. Duddy
112 Upland Road
Cambridge, Mass.
Dear Sir:

You are hereby notified that pursuant to the requirements of Chapter 548 of Acts of 1943, you have been selected as acting member of the School Committee of the City of Cambridge to perform the duties of this office in the absence of William F. Brooks now in the military service, subject to the provisions of said Chapter 548.

Very truly yours,

CAMBRIDGE ELECTION COMMISSION.
Thomas J. Hartnett, Chairman.
Harry A. Penniman, Secretary.
William R. McMenimen
N. Russell Cazmay

CITY OF CAMBRIDGE
Board of Election Commissioners

June 19, 1943.

Miss Margaret M. Kelleher
29 Fayette Street
Cambridge, Mass.
Dear Madam:

You are hereby notified that pursuant to the requirements of Chapter 548 of Acts 1943, you have been selected as acting member of the School Committee of the City of Cambridge to perform the duties of this office in the absence of Ralph W. Robart now in the military service, subject to the provisions of said Chapter 548.

Very truly yours,

BOARD OF ELECTION COMMISSION.
Thomas J. Hartnett, Chairman.
Harry A. Penniman, Secretary.
N. Russell Cazmay.
William R. McMenimen.

On motion by Committeeman Fitzgerald it was voted that the minutes of the meeting of June 7, 1943 be approved as printed.

Communications were presented from the Cambridge Committee on Public Safety relative to the vote of the School Committee adopted at the meeting of June 7, 1943 that all ARP equipment and material be removed from the shower bath room at the Longfellow School and requesting that Hon. Edward A. Counihan, Jr., Chairman of the Committee on Public Safety be afforded an opportunity to appear before the committee to discuss the removal of this equipment. On motion by Committeeman Wood it was voted that the request be granted.

A communication was presented from the General Superintendent of Parks asking the school committee to cooperate with the Park Department in preventing vandalism on park property. On the following roll-call it was voted on motion by Mrs. Conant that the matter be referred to the Superintendent with power: Dr. Cassidy, Mrs. Conant, Dr. Duddy, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes; Mr Fitzgerald voting no.

On motion by Mrs. Conant it was voted to lay on the table a request received from Mrs. Mary S. Moynihan, former teacher in the Cambridge School Department, asking that she be reinstated as a teacher without examination.

A communication was presented from Grace F. Tierney asking that she be permitted to take the permanent kindergarten teaches' examination and requesting that her work of teaching a group of young children at the Cambridge Neighborhood House be counted as experience. Mr. Fitzgerald moved suspension of the rules in order to permit her to take the examination. On the following roll-call the motion to suspend the rules failed to receive the necessary five votes: Dr. Cassidy and Mr. Fitzgerald voting yes; Mrs. Conant, Dr. Duddy, Mr. Wood and Mayor Corcoran voting no; Miss Kelleher not voting. It was then voted on motion by Mr. Fitzgerald that Miss Tierney be notified of the action of the committee.

It was voted to make part of the records the following communication from the Election Commissioners:

CITY OF CAMBRIDGE
Board of Election Commissioners

June 19, 1943.

To the School Committee of the
City of Cambridge:

You are hereby notified that pursuant to the requirements of Chapter 548 of Acts of 1943, Frank E. Duddy of 112 Upland Road, Cambridge, has been selected as acting member of the School Committee to perform the duties of this office in the abstnce of William F. Brooks, now in the military service, and that Margaret M. Kelleher of 29 Fayette Street, Cambridge has been selected as acting member of the School Committee to perform the duties of this office in the absence of Ralph W. Robart, also now in the military service, both such acting members to perform said duties subject to the provisions of said Chapter 548.

CAMBRIDGE ELECTION COMMISSION.
Thomas J. Hartnett, Chairman.
Harry A. Penniman, Secretary.
William R. McMenimen

A communication was received from the Department of Civil Service relative to the questionaires to be filled out by all employees in the School Department. The Assistant Superintendent presented to the committee the questionnaires which have been submitted. On motion by Committeeman Fitzgerald it was voted that these questionnaires be referred to a recess meeting to be designated later in the meeting and that Civil Service be notified that the committee is considering the questionnaires.

It was voted to place on file a communication from the City Council relative to Lanham Act Funds:

The Business Agent submitted the following recommendation:

"Recommended: That the hours for the School Business Office be from 8:00 a.m. to 4:00 p.m.

According to the present hours one clerk has to spend one hour from 4 to 5 each day on the telephone in addition to one hour at noon, and two relief periods of fifteen minutes. This amounts to 12 1-2 hours a week from the work in the business office."

On motion by Dr Cassidy it was voted on the following roll-call to adopt the Business Agent's recommendation: Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, and Mr. Wood voting yes; Mayo Corcoran voting no. A motion to reconsider this motion, hoping same would not prevail failed of adoption on the following roll-call: Dr. Cassidy, Mrs Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran voting no.

Petitions were received from the Cambridge League of Women Voters, the Cambridge Central Labor Union and from various groups of citizens urging the School Committee to approve and accept the Lanham Grant as offered by the Federal Government for the establishment of day-care nurseries for children of working mothers. On motion by Committeeman Fitzgerald it was voted on the following roll-call that all communications and petitions relative to the Lanham Act be referred to the recessed meeting: Dr. Cassidy Mr. Fitzgerald, Miss

Kelleher and Mayor Corcoran voting yes; Mrs. Conant, Dr. Duddy and Mr. Wood voting no.

Dr. Cassidy moved reconsideration of the vote granting permission to Hon. Edward A. Counihan, Jr., chairman of the Committee on Public Safety, to appear before the committee to discuss the removal of ARP equipment from the shower bath room at the Longfellow School. On the following roll-call the motion to reconsider failed of adoption: Dr. Cassidy, Mr. Fitzgerald, and Mr. Wood voting yes; Mrs. Conant, Dr. Duddy and Mayor Corcoran voting no; Miss Kelleher not voting.

The Superintendent presented a communication fom the Peabody Parents Association advising that they had planned a program of recreation for children on the Peabody Playground for this summer and asking permission to make arrangements with Mr. Colesworthy to speak to children at some time during the week of June 20 to 25 and to introduce to them the playground supervisor who will be in charge this summer under the direction of Mr. Mahoney On motion by Mr. Wood and seconded by Dr. Duddy it was voted that the request be approved and the permission granted.

On motion by Mrs. Conant it was voted to place on file a communication from Cambridge Chapter-American Red Cross expressing appreciation for the School Commtitee's cooperation in the Red Cross program in the schools during the past year.

The Superintendent recommended adoption of the following Text Books in the Cambridge Public Schools, this recommendation to lay on the table in accordance with the rules:

Published by Houghton Mifflin Co.
El Camino Feal, Book II, by Jarrett

Published by MacMillan Co.
Pre - Flight Science for
Secondary Schools

Published by Motor Boating, (572 Madison Avenue, N. Y.)
Seamanship

Published by Manual Arts Press:
Basic Electricity

On motion by Mr. Fitzgerald it was voted to make part of the records the following communication from the headmaster of the High and Latin School:

June 16, 1943.

Mr. John M. Tobin,
Asst. Supt. of Schools,
Cambridge, Mass..
Dear Mr. Tobin:

In answer to your inquiry, I am glad to tell you that eleven boys from here were admitted to Harvard College, ten of whom were awarded Buckley Scholarships - the other boy did not apply for a scholarship. The Buckley Scholarships are for one year.

You may be interested to know also, that three boys and one girl from here were awarded 4-year Cambridge Scholarships at M.I.T., and a fifth boy was awarded a Freshman Competitive Scholarship there, with the privilege of re-applying in successive years.

Sincerely yours,

T. F .DOWNEY,
Headmaster.

The Superintendent presented a communication from the Commissioner of Education transmitting a copy of Chapter 493 of the Acts of 1943 (an Act providing for Extending School Services for Children of Employed Mothers) and advising that Mr. Clark of the Department of Education would be pleased to confer with the Superintendent if there are any questions. Mrs. Conant moved that the communication be referred to the recessed meeting and that Mr. Clark be invited to come and explain any legal technicalities. After considerable discussion Mrs. Conant was given unanimous consent to withdraw her motion. It was then voted to adopt a motion by Mr. Fitzgerald that the matter be placed on file.

The Superintendent presented a communication from the Federal Works Agency relative to the Lanham Act. Mr. Fitzgerald moved that it be placed on file.

Vice-Chairman Dr. Cassidy in the chair.

Mr. Fitzgerald withdrew his motion and Mayor Corcoran moved that the request to extend the time-limit on acceptance of the offer of funds under the Lanham Act be extended to July 15, 1943. Mayor Corcoran withdrew his motion and Mr. Wood moved that the communication be made part of the records. A motion for the previous question having prevailed it was then voted to adopt the motion that the communication be made part of the records:

FEDERAL WORKS AGENCY

June 12, 1943.

Mr. M. E. Fitzgerald,
Superintendent of Schools,
1700 Cambridge Street
Cambridge, Mass.
Dear Mr. Fitzgerald:

You letter of June 9, 1943, reporting the vote of the School Committee on June 7, in consideration of the Offer of the United States of America to aid in maintaining and operating Child Care Facilities, has been received.

In our opinion such facilities operated with the aid of Lanham funds cannot be restricted to the children of mothers who are heads of families or who are the sole support of the children.

Such a limitation would defeat the purpose for which our allotments are made, namely, to meet the wartime need of women in industry. We cannot confine child care services to women who are the head of families and who would work, whether there was a war or not, but must use Lanham funds for the care of the children of all women who are working to help meet the war manpower need.

In order to give the School Committee further time to consider the matter we agree to extend the time of acceptance of the Offer to June 23, 1943.

Very truly yours,

J. A. McConnell,
Assistant Regional Director

It was voted to refer to executive session a request from Mrs. Madeliene R. Allen, teacher on leave of absence from the Roberts School, asking that her leave of absence be terminated effective September 1, 1943.

The Superintendent presented the following communication from the Cambridge Women's War Savings Staff relating to their request presented at the meeting of June 7, 1943 that they be granted the use of the facilities at the Rindge Technical School:

June 16. 1943

Mr. John Tobin,
Asst. Supt. of Schools,
Cambridge, Mass.
My Dear Mr. Tobin:

On further consideration of our conversation of June 14, I realize the difficulties that stand in the way of the School Committee's granting us permission by June 16 to use the facilities of the Rindge Technical School on July 17 for the Cambridge Victory Festival. We therefore instead submit again to the School Committee at their regular meeting on Monday, June 21, our sequest to use the cafeteria, the auditorium and the gymnasium on July 17. We repeat this request beause we have overcome the objections regarding the concesionaire and the dimming out. Mr. Hoar is willing to help us in every way. Dr. Cronin has given his approval to our plan of diming out the gymnasium. The arrangements to this end will be supervised by Mr. John Lyons, chairman of the Cambridge War Savings Staff.

There are other minor matters, in addition to the use of the three parts of the building above mentioned, which we wish to submit to you. We should like permission to use.

1. The Rindge Auditorium for two rehearsals of the dramatic performance, one on Wednesday evening, July 14, and dress rehearsal on the evening of Friday, July 16.

2. The elevator to the cafeteria only in cases where absolutely necessary (no one may use the elevator to go downstairs). We plan to use the stairway at the right of the main entrance to reach the cafeteria, and from the opposite stairway to leave. We plan to have bands from the parochial

schools play on the landings of the stairways to make climbing easier.

3. The Rindge School janitors.
   a. One Janitor to run the elevator.
   b. As many other janitors as you may deem necessary for what purpose you designate, at what price you suggest (fees to be paid by us.)

4. Toilets.
   a. For women - the one next to the trained nurses' room on the 2nd floor.
   b. For men and boys - the corresponding one on the first floor.

5. Space outside of gymnasium for serving Coco Cola to be paid for by War Savings Stamps.

N B. Printed signs, and Boy Scouts (under the direction of Mr. Disbrow, Executive Secretary of the Cambridge Boy Scouts) will guide people about the building.)

Hoping that these plans will meet with your approval and that our requests will be granted in order to further the sale of bonds and stamps for the purchase of the Flying Fortress "Cambridge, Massachusetts".

I am sincerely yours,

MRS. A. KINGSLEY PORTER,
Chairman

On the following roll-call it was voted to adopt a motion by Mr. Fitzgerald that the rules be suspended for the purpose of taking action on the request of the Cambridge Women's War Savings Staff: Dr. Cassidy, Mrs. Conant, Mr. Duddy, Mr. Fitzgerald, and Mr. Wood voting yes; It was then voted to adopt a motion by Dr.. Duddy that the permission requested be granted and that the necessary janitors fees be determined by the Superintendent of Schools and Cambridge Womens War Savings Staff be billed for said cost.

The following report of the Committee on Athletics was presented:

Committee on Athletics

Friday, June 18, 1943

Present: Committeeman Dr. James J. Cassidy - Chairman.
Committeeman Russell A. Wood

It was voted to recommend that the district winners of the Grammar School Baseball League be awarded sweatshirts. The sweatshirts awarded to the winner of the final game are to have a star in addition to other lettering to distinguish them as the Champions. The cost of these awards is to be paid from the high school athletic fund.

The committee received bids for cleaning athletic uniforms and equipment and recommends that the contract for cleaning baseball uniforms and equipment be awarded to the Nolan Bros. and the contract for cleaning uniforms and equipment of all other sports be awarded to the Ivory System.

It was voted to recommend that the following named persons be appointed for the coming school year:

Director of High School Athletics and Coordinator of Elementary School Athletics:
Joseph C. Sullivan

Faculty Managers:
Henry C. Lynch, Rindge Technical School

Garrett D. Foley, High and Latin School

Coaches:

Rindge Technical School

Wilfred J. Metivier, Head Coach of Football

Thomas E. Smith - Asst. Coach of Football

Thomas J. Murphy, Basketball

William H. Mahoney, Hockey

Thomas F. Duffy, Track

High and Latin School

Leander A McDonald, Head Coach of Football

Peter H. Igo, Asst. Coach of Football

Joseph Kozlowsky, Basketball

Francis J. Culhane, Hockey

Edmond J. Murphy, Track

Athletic Physicians

Dr. Robert E. Driscoll, Rindge Tech

Dr. Charles A. Brusch - High and Latin

Dr. George A. Connor, Elementary Schools.

Inasmuch as the sport of Track is a year-round sport it was voted to recommend that the salary for the position of Coach of Track be established at $400 for the school year.

Respectfully submitted,

Dr. James J. Cassidy, Chairman
Russell A. Wood

Mr. Fitzgerald moved that the report of the Committee on Athletics be tabled. Mr. Wood offered a substitute motion that the report be accepted and the recommendations adopted. At the conclusion of the debate Mr. Wood withdrew his substitute motion and it was voted to adopt Mr. Fitzgerald's motion that the report be tabled.

The following report of the Committee on Buildings and Grounds was presented:

Committee on Buildings and Grounds

Wednesday, June 16, 1943.

Present: Committeeman James F. Fitzgerald, Chairman

Committeewoman Mrs Conant.

It was voted to recommend that new curtains be purchased for the library at Rindge Technical School.

It was voted that the Chief Custodian be authorized to advertise for bids for furnishing and installing curtains in the Latin School Building.

It was voted to recommend that the Chief Custodian be authorized to advertise for bids for painting the interior of the Latin Building of the High and Latin School, all material to be supplied by the School Department.

It was voted to recommend that the grounds on the Ellery Street side of the Latin Building of the High and Latin School be regraded and reseeded and a four foot wire fence be erected.

It was voted to recommend that 200 chairs be purchased for the Russell School auditorium.

It was voted to recommend that the Kelley School auditorium be repainted.

The Chief Custodian reported that after an inspection of the kindergarten rooms in the various schools that 100 chairs were found to be in very poor condition and should be replaced It was voted to recommend that 100 kindergarten chairs be purchased to replace those found to be in poor condition.

It was voted to recommend that the teachers room located in the basement of the Thorndike School, be relocated in Room A and that this room be properly equipped with the necessary furniture and furnishings.

It was voted to recommend that the present tile roof at the Roberts School be replaced with a tar and gravel roof and that bids be advertised for doing this work.

It was voted to recommend that the State Department of Public Safety be asked to renew the certificates for our school buildings, the present certificates having expired.

It was voted to recommend that a refrigerator be purchased for the Houghton School.

It was voted to adjourn:

Respectfully submitted,

James F. Fitzgerald, Chairman
Mrs. Cora Butler Conant

Mrs. Conant moved that the report be accepted and the rceommendations adopted with the exception of the recommendation relating to the Roberts School roof. Mr. Wood offered a motion that the report be laid on the table. Mrs. Conant and Mr. Wood withdrew their motions and it was voted on the following roll-call to adopt a motion by Dr. Duddy that the report of the Committee on Buildings and Grounds be accepted and the recommendations contained therein adopted: Dr Cassidy, Mrs. Conant, Mr. Duddy, Mr Fitzgerald, Miss Kelleher and Mr. Wood voting yes. A motion by Mr. Fitzgerald to reconsider this vote, hoping same would not prevail, failed of adoption.

It was voted to approve the text books recommended by the Superintendent at the meeting of June 7, 1943.

It was voted to adopt the Superintendent's recommendation, as presented at the meeting of June 7, 1943, that the following teachers be re-elected for one year from September 1, 1943:

High and Latin:
Agatha C. F. Maguire
Esther M. McDonald
Mary J. O'Keefe

Rindge Technical:
William J. Coughlan
Paul G. Dugan
William J. Joyce

Sleeper:
Anne M. Casey K

Sewing:
Gertrude J. Trant

Hospital Teacher:
Mary F Buckley

On the question of the Superintendent's recommendation, as submitted at the meeting of June, that teachers who have completed successfully three years' service in the Cambridge Public Schools be placed on tenure in accordance with the rules, Mr. Fitzgerald moved adoption of the Superintendent's recommendation and Mrs. Conant moved that the City Solicitor be asked to rule whether Ellen H. Smith, sewing teacher recommended for tenure, who has been on leave of absence since April 1942, has been in our system for three years; and whether Joseph H. Flynn, teacher at the Agassiz School recommended for tenure, who has been absent a total of more than a year, has been in our system for three years. The chair ruled that Mrs. Conant's motion was a substitute motion. Mrs. Conant stated that her motion had been offered prior to Mr. Fitzgerald's motion and appealed from the ruling of the chair. On the following roll-call the chair was **not** sustained: Mr. Fitzgerald, Miss Kelleher and Dr. Cassidy voted to sustain the chair: Mrs. Conant, Dr. Duddy and Mr. Wood voted not to sustain the chair. It was then voted to adopt Mrs. Conant's motion "that the City Solicitor be asked to rule whether Ellen H. Smith, sewing teachers, who had been on leave of absence since April, 1942, has been in our system for three years and whether Joseph H. Flynn, teacher at the Agassiz School, who has been absent a total of more than a year, has been in our system for three years."

On motion by Committeeman Fitzgerald it was voted, on the following roll-call to adopt the Superintendent's recommendation, as presented at the meeting of June 7, 1943, that the following named teachers, having successfully completed three years' service in the Cambridge Public Schools, be placed on tenure from September 1, 1943 in accordance with the rules of the School Committee:

High and Latin
George J. Lovett, Jr.

Rindge Technical
William J. Reagan
John J. Terry, Jr.

Agassiz
Joseph M. Flynn

Haggerty
Hallette S. Conant-K

Houghton
John F. Burke
Philip H. Cutter, Jr.
Alice P. Kelley

Kelley
Charlotte M. Burke

Longfellow
Eleanor M. Goulart
John H. Harrington

Morse
Mary M. Curran
Julia A. Pierce
Mary A. Sheridan-K

Putnam
Margaret G. McCarthy
Anna M. Rynne
Thomas J. Sheehan, Jr.

Roberts
Mary P. Boyle
Margaret M. Colbert
Margaret M. Donovan
Pauline R. Mulqueeney

Thorndike
Edmond J. Murphy
Frances E. Reagan

Webster
Eleanor A. Fallon
Edward F. Hurley

Wellington
John F. Temple

Vocational School for Boys
Edward A. Conley
Joseph J. Ranieri

Cooking
Dorothy L. Ghizzoni

Sewing
Ellen H. Smith

Physically Handicapped Children
Agnes A. Doran

On motion by Committeeman Fitzgerald it was voted to lay on the table the proposed amendments to the rules as presented at the meeting of June 7, 1943 relative to the appointment of permanent substitutes and military substitutes to fill existing vacancies.

It was voted to adopt the proposed amendment to the rules, as presented at the meeting of June 7, 1943 by Dr. Cassidy that the age limit of 50 years be amended to permit former teachers who have left our system take the teachers' examination to be held in June, 1943". Committeeman Fitzgerald is recorded as voting no.

Conforming to a vote of the School Committee adopted at the meeting of May 17 1943: The Superintendent presented the following report on teachers who are substituting on a permanent basis; and it was voted that this report be laid on the table:

Teachers Who Are Substituting on A Permanent Basis

High and Latin
Catherine C. O'Connell
35 Norris Street
Leave of Absence of
Anna R Crane

Rindge Technical
James J. Dougherty
63 Sacramento Street
Military Leave of
Gunard G Haugh

Fletcher
Grades 1 and 2
Katherine F. Stacey,
20 Leonard Avenue
Retirement of
Mrs. Eva G. Wait

Fletcher
Grade 5
Anne McGlinchey
9 Athens Street
Assignment of John T. Fitzgerald
To Rindge as Military Substitute

Gannett
Grade 1
Margaret A. McCaffrey
27 Cedar Street
Maternity Leave of
Mrs. Ruth L. Tolpin

Haggerty
Grade 7
Edna G. DuBois
8a Forest Street
Maternity Leave of
Mrs. Mary F. Dolan

Houghton
Grade 5
Mary P. McDevitt .
11 Union Street
Resignation of
Mrs. Marie McDonough

Houghton
Grade 6
Regina M. Poremba
136 Otis Street
Military Leave of
Philip H. Cutter, Jr.

Houghton
Grade 4
Mrs. M. Alice Foley
50 Norris Street
Assignment of John F. Burke
To Rindge as Military Substitute

Morse
Grade 1
Dorothy M. Welch
132 Magazine Street
Maternity Leave of
Mrs. Elena R. Patti

Morse
Grade 3
Mrs. Elizabeth Corcoran
350 Concord Avenue
Death of
Julia M. Davis

Morse
Grade 6
Katherine J. Walsh
16 Fairmont Street
Military Leave of
John C. Landrigan

Roberts
Grade 2
Cynthia Rice
38 Washburn Avenue
Maternity Leave of
Mrs. Madeliene R. Allen

Roberts
Grade 5
Elizabeth A. Steinkrauss
32 Decatur Street
Assignment of William G. Traveis
To Boys' Vocational as Military Sub.

Thorndike
Grade 6
Mrs. Katherine F. Sullivan
11 Maynard Street, Arlington
Assignment of Edmond J. Murphy to
High and Latin as Military Substitute

Willard
Grade 2
Mrs. Catherine M. Flynn
393 Broadway
Death of
Lucy F. Cline

Teachers Who Are Substituting On A Day-to-Day Basis

Home Teaching
Mrs. Kathleen Kelley
128 Lexington Avenue
Increase of
Primary Grade Pupils

Mr. Wood presented the following resolution:

"The Cambridge School Committee endorses the effort of the Massachusetts Elks Association to seek a review of the Supreme Court decision permitting school children and others on sectarian grounds to refuse to salute the flag of the United States. The recent decision affects our school children in particular. As has been well said this may lead to dire consequences."

A motion by Dr. Duddy to table this motion failed of adoption on the following roll-call: Mrs. Conant and Dr. Duddy voting yes; Mr. Fitzgerald, Mr. Wood and Dr. Cassidy voting no; Miss Kelleher not voting. It was then voted on the following roll-call to adopt Mr. Woods' resolution: Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Dr. Cassidy voting yes; Mrs. Conant and Dr. Duddy voting no.

On motion by Committeeman Fitzgerald it was voted that the School Committee recess until July 15th, 1943 at 8:00 p.m. in the School Committee offices.

RECESSED:

EDWARD J. O'CONNELL,
Secretary of the School Committee

SCHOOL COMMITTEE
(OFFICIAL REPORT)

July 15, 1943

RECESSED MEETING: (Recessed, by vote of the School Committee, from the regular meeting held on June 21, 1943.)

The committee reconvened in regular session.

Members present: Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran.

Mayor Corcoran in the chair. „

On motion by Mayor Corcoran it was voted to adopt the following order:

"ORDERED: That the following rule of the School Committee adopted on June 1, 1942 be enforced forthwith and that the secretary of the School Committee notify the clerks attached to the high schools immediately:

'The hours of clerks attached to the high schools shall be from 8:00 a.m. to 5:00 p.m., Monday through Friday. They shall be required to work the same number of hours as Civil Service employees in the executive and business offices and shall be entitled to the same vacation allowances'."

On the following roll-call it was voted to adopt Mayor Corcoran's order: Committeemen Mrs. Conant, Miss Kelleher, Dr. Duddy and Mayor Corcoran voting yes; Committeemen Dr. Cassidy, Fitzgerald and Wood absent.

The chairman stated that at the meeting of May 17. 1943 the following amendment to the rules of the School Committee was adopted:

"There shall be two standing subcommittees, namely Committee on Buildings and Grounds and Committee on Athletics, the membership of each Committee to consist of not more than three members to be elected at the first regular meeting after each biennial election by a majority of the members present at said meeting. The first member elected to each committee shall be designated as chairman."

The chair thereupon ruled that the foregoing amendment to the rules will not take effect until the first regular meeting after the next biennial election, the election of members to the sub-committees on May 17 was out of order and the membership of the sub-committees as they stood prior to May 17 is in effect at the present time.

Committeeman Dr. Duddy moved that the chair be sustained in his ruling. Committeeman Fitzgerald raised a point of order that the chair's ruling relating to amendments to the rules previously adopted is not properly before the committee. The chair ruled the point of order not well taken and that the question is "shall the chair be sustained in his ruling." On the following roll-call the chair was sustained: Committeemen Mrs. Conant, Dr. Duddy, Miss Kelleher, and Mayor Corcoran vote dto sustain the ruling of the chair; Committeemen Dr. Cassidy, Mr. Fitzgerald and Mr. Wood voted not to sustain the ruling of the chair.

The ruling of the chair having been sustained, the chairman then announced the appointment of Committeewoman Margaret M. Kelleher,, as Acting Chairman of the Committee on Athletics during the absence of Committeeman Wm. F. Brooks, Chairman of the Committee on Athletics; and of Dr. Frank E. Duddy as a member of the Committee on Buildings and Grounds and Committeewoman Mrs. Cora Butler Conant as chairman of the Committee on Building & Grounds in place of Committeeman Ralph W. Robart who resigned the chairmanship of the Committee on Buildings and Grounds. The chair then asked for a vote of affirmation on these appointments. Committeeman Dr. Duddy moved that the chair be accorded a vote of affirmation on the appointments to sub-committees as set forth above: Committeeman Wood raised a point of order that the motion for a vote of affirmation is out of order. The chair ruled that the motion was proper and in order. Committeeman Wood appealed from the ruling of the chair. On the following roll-call the ruling of the chair was sustained: Committeemen Dr. Duddy, Mrs. Conant, Miss Kelleher and Mayor Corcoran voted to sustain the ruling of the chair; Committeemen Dr. Cassidy, Mr. Fitzgerald and Mr. Wood voted not to sustain the chair. It was then voted on the following roll-call to adopt Committeeman Dr. Duddy's motion that the chair be accorded a vote of affirmation on the appointments to the sub-committees as set forth above: Committeemen Dr. Duddy, Mrs. Conant, Miss Kelleher and Mayor Corcoran voting yes; Committeemen Dr. Cassidy, Mr. Fitzgerald and Mr. Wood voting no.

On the question of the approval of the minutes of the meeting of June 21. 1943, Committeewoman Mrs. Conant asked unanimous consent to have printed in the minutes the names of all organizations who petitioned, either in person or by letter, for the acceptance of the Lanham Act by the School Committee. Committeeman Fitzgerald objected and moved that the minutes of the meeting of June 21, 1943, be approved as copied. The chair recognized a motion by Committeeman Dr. Duddy to reconsider the votes sustaining the ruling of the chair amending the minutes of the meeting of June 21, 1943, hoping same would not prevail. The motion to reconsider was negatived on the following roll-call: Committeeman Fitzgerald voting yes; Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Miss Kelleher, Mr. Wood and Mayor Corcoran voting no. Committeeman Fitzgerald again offered a motion that the minutes of the meeting of June 21, 1943 be approved as copied. The chair ruled the motion out of order for the reason that the minutes of the meeting have been corrected by a ruling of the chair. Committeeman Fitzgerald appealed from the ruling of the chair and on the following roll-call the ruling of the chair was sustained: Committeemen Mrs. Conant, Dr. Duddy, Miss Kelleher and Mayor Corcoran voted to sustain the ruling of the chair; Committeemen Dr. Cassidy, Mr. Fitzgerald, and Mr. Wood voted not to sustain the chair. The chair then ruled that the question before the committee was the approval of the minutes of the meeting of June 21, 1943 as amended and on the following roll-call it was voted to approve the minutes of the meeting of June 21, 1943 as amended: Committeemen Dr. Duddy, Mrs. Conant, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes; Committeemen Dr. Cassidy and Mr. Fitzgerald voting no.

It was voted on motion by Committeeman Wood to refer to the Committee on Buildings and Grounds a request received from Wm. L. Fitzpatrick, janitor assigned to the National Defense Classes, that he be transferred to duty in one of the school buildings.

A communication was received from the Council of Social Agencies in this city requesting that the yards at the Gannett and Russell schools be made available during daylight hours for children up to and including ten years of age and inquiring how much super. vision could be obtained from janitors and attendance officers for these yards. Committeeman Dr. Cassidy moved that the communication be placed on file On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted that this matter be referred to the Superintendent wth power.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to refer to the Superintendent with power a communication from the City Council requesting the school committee to consider the advisability of allowing the children living in the vicinity of Cambridge, Baldwin and Trowbridge Streets to use the high school track yard on Cambridge Street for playground purposes for the summer months.

A communication was received from the Federal Works Agency acknowledging receipt of the acceptance proceedings for Project Mass. 19-M-8 Child Care Facilities. Committeeman Fitzgerald moved that it be made part of the records and Committeeman Dr. Duddy seconded the motion On a point of information Committeeman Wood asked if the motion required seconding. The chair made the following statement:

"Committeeman Dr. Duddy has called to my attention the fact that according to Roberts' Rules of Order motions should be seconded and I have determined that Dr. Duddy is correct and, therefore, from now on, motions must be seconded."

It was then voted to adopt the motion by Committeeman Fitzgerald and seconded by Dr. Duddy that the communication from the Federal Works Agency be made part of the records:

FEDERAL WORKS AGENCY

Boston - Mass.

July 13, 1943

Project Mass. 19-M-8
Child Care Facilities
Cambridge, Mass.
School Committee
Cambridge, Mass.
Gentlemen:

This is to acknowledge receipt of the four copies of the acceptance proceedings for the above project.

We have forwarded these documents to our Washington office with the notation that, in our opinion, they are satisfactory.

Very truly yours,

Ray S. Cuddy, Regional Attorney
C. D. Killarney, Junior Attorney

On motion by Committeewoman Conant and seconded by Committeeman Dr. Duddy it was voted to place on file a communication from Emily J. Cline, thanking the committee for their kind expression of sympathy on the death of her sister, Lucy F. Cline, who. for over thirty years, had been a teacher in the Cambridge School Department.

Communications were presented from the United States Conference of Mayors relative to Federal legislation entitled "Increased Authorization for Defense Public Works and Community Facilities" and "Federal Grants for the Training of Nurses for the Armed Forces, Governmental and Civil Hospitals, Health Agencies and War Industries." Committeeman Fitzgerald moved that the communication be placed on file. After debate Committeeman Fitzgerald was given unanimous consent to withdraw his motion and it was voted to adopt a motion by Committeewoman Mrs. Conant and seconded by Committeeman Dr. Duddy that the Superintendent, at the next meeting, submit a digest of the meaning of the legislation referred to in the communications.

On motion by Committeewoman Mrs. Conant and seconded by Committeeman Dr. Duddy it was voted on the following roll-call to make part of the records the following communication from the City Solicitor: Committeemen Dr. Duddy, Mrs. Conant, Mr. Fitzgerald, Miss Kelleher, and Mr. Wood voting yes; Committeeman Dr. Cassidy and Mayor Corcoran voting no.

CITY OF CAMBRIDGE

LAW DEPARTMENT

July 7, 1943.

Mr. Edward J. O'Connell
Secretary of the School Committee
1700 Cambridge Street,
Cambridge, Mass.
Dear Sir:

Reference is made to your letter of July 2, 1943, in which you inquire whether Ellen H. Smith, who has been on leave of absence since April, 1942, and Joseph M. Flynn, who has been absent a total of more than a year during the past three years, have been in your school system for three years.

First as to Mr. Flynn. Does his absence constitute a breech of continuous employment so that he has not served for three previous consecutive school years? The answer is "Yes". Absence of one year in three years required does, in my opinion, amount to a substantial interruption of employment so that Mr. Flynn cannot be said to have actually served three consecutive school years.

Secondly as to Ellen H. Smith. By giving her a leave of absence, the School Committee did not excuse her from serving three consecutive school years. Service contemplated by the statute, Sec. 41, Chap. 71, means employment as a teacher for a continuous period. Therefore, during the time on which she was on a leave of absence, she could not be said to have been employed. Accordingly, such time on leave of absence cannot be computed toward the three consecutive school years and must be regarded as an interruption of continuous employment.

In conclusion, both, therefore, for the reasons stated have not served in our public schools for three previous school years.

Yours very truly,

GEORGE P. LORDAN,
Assistant City Solicitor

No action was taken on a motion by Committeewoman Mrs. Conant that the Superintendent be empowered to reappoint, for the next year at the salary to which they were entitled, the two teachers referred to in the communication from the City Solicitor. It was voted on the following roll-call to adopt a motion by Miss Kelleher and seconded by Committeeman Fitzgerald that Joseph M. Flynn, teacher at the Agassiz School, and Ellen H. Smith, sewing teacher, be placed on tenure in accordance with a recommendation of the Superintendent submitted at the meeting of Jcne 7, 1943: Committeemen Dr. Cassidy, Mr. Fitzgerald, Miss Kelleher, and Mayor Corcoran voting yes; Committeewoman Mrs. Conant and Mr. Wood voting no; Committeeman Dr. Duddy not voting.

A motion by Committeeman Fitzgerald and seconded by Dr. Duddy to reconsider this vote, hoping same would not prevail, was negatived.

Vice-Chairman Dr. Cassidy in the chair.

Mayor Corcoran submitted a motion and seconded by Committeeman Dr. Duddy that the sum of $1,000.00 be transferred from "Teachers' Salaries-Day Schools" to "Audit of Accounts" in order that payment may be made to Patrick J. Moynihan, C.P.A., for work performed and to be performed in accordance with a vote of the School Committee on November 2, 1942 whereby Patrick J. Moynihan, C.P.A., was engaged for a year to audit the accounts of the School Department every three months at a fee of $1,000. Committeeman Fitzgerald raised a point of order that a motion to include this sum in the budget for the payment of Mr. Moynihan had been defeated and inasmuch as it was not appropriated in the budget it is illegal to appropriate same now. The chair sustained Committeeman Fitzgerald's point of order. Mayor Corcoran appealed from the ruling of the chair and on the following roll-call the ruling of the chair was reversed: Committeemen Fitzgerald and Dr. Cassidy voted to sustain the ruling of the chair; Committeemen Dr. Duddy, Mrs. Conant, Miss Kelleher, Mr. Wood and Mayor Corcoran voted NOT to sustain the ruling of the chair. It was then voted on the following roll-call to adopt the motion by Mayor Corcoran, as seconded by Committeeman Dr. Duddy that "The sum of $1,000.00 be transferred from "Teachers' Salaries-Day Schools" to "Audit of Accounts" in order that payment may be made to Patrick J. Moynihan, C.P.A., for work performed and to be performed in accordance with a vote of the School Committee on November 2, 1942 whereby Patrick J. Moynihan, C.P.A., was engaged for a year to audit the accounts of the School Department every three months at a fee of $1,000.00: Committeemen Dr. Duddy, Mrs. Conant, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes; Committeemen Dr. Cassidy and Mr. Fitzgerald voting no. A motion by Mayor Corcoran and seconded by Mr. Duddy to reconsider this vote, hoping same would not prevail, failed of adoption.

Mayor Corcoran offered a motion, seconded by Committeeman Dr. Duddy, that Patrick J. Moynihan, C.P.A., be notified by the secretary of the School Committee to proceed with his audit of the accounts of the School Department and, further, that the secretary of the School Committee instruct Mr. Church to cooperate with Mr. Moynihan in every way.

Committeeman Wood in the chair.

A motion by Committeeman Dr. Cassidy and seconded by Committeeman Fitzgerald to lay on the table the foregoing motion by Mayor Corcoran relative to Mr. Moynihan proceeding with his audit, was negatived on the following roll-call: Committeemen Dr Cassidy and Mr. Fitzgerald voting yes; Committeemen Dr. Duddy, Mrs. Conant. Miss Kelleher, Mayor Corcoran and Mr. Wood voting no. A motion for the previous question having prevailed, it was then voted on the following roll-call to adopt Mayor Corcoran's motion, as seconded by Committeeman Dr. Duddy, "that Patrick J. Moynihan, C.P.A., be notified by the secretary of the School Committee to proceed with his audit of the accounts of the School Department and, further, that the secretary of the School Committee instruct Mr. Church to cooperate with Mr. Moynihan in every way": Committeemen Mrs. Conant, Dr. Duddy, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes. Committeemen Dr. Cassidy and Mr. Fitzgerald voting no. A motion by Committeewoman Mrs. Conant and seconded by the chairman, to reconsider this vote, hoping same would not prevail, failed of adoption.

Mayor Corcoran in the chair.

On the following roll-call it was voted NOT to adopt a motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Cassidy "that the City Solicitor be requested to render an opinion as to whether or not the School Committee can legally pay Mr. Moynihan for work performed under a contract dated November 2, 1942, in view of the fact that no money was appropriated for the cost of said work in the year 1942 and in the year 1943, and calling to his attention the fact that this matter was considered in the year 1943 at the time the budget was promulgated and adopted by an affirmative vote consistent with the rules of the School Committee; and further that all votes relating to the preparing and adopting of the budget be forwarded to the City Solicitor": Committeemen Dr. Cassidy, Mr. Fitzgerald and Mr. Wood voting yes; Committeemen Dr. Duddy, Mrs. Conant, Miss Kelleher and Mayor Corcoran voting no.

The Superintendent recommended the adoption of the following Text Books, this recommendation to lay on the "Calendar" in accordance with the rules:

PUBLISHED BY LITTLE. BROWN & COMPANY:

Watchwords of Liberty, by Lawson.

PUBLISHED BY McKNIGHT & McKNIGHT:

Metalwork Technology and Practice by Ludwig.

The Assistant Superintendent advised the committee that Francis B. Whouley, a teacher in the Boy's Vocational School, and a First Sergeant, Action Company, Massachusetts State

Guard, was ordered to attend the First Service Command School of Instruction at Concord, Mass., for the week of June 19, to June 26, (attendance being necessary in line of duty,) and that Mr. Whouley has requested that he be granted leave of absence without loss of pay for the time it was necessary for him to be in attendance at the above mentioned school of instructions. On motion by Committeeman Wood and seconded by Mr. Fitzgerald it was voted on the following roll-call to grant Mr. Whouley's request which is in accordance with the General Laws: Committeemen Dr. Cassidy, Mrs. Conant. Dr. Duddy, Mr, Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes.

The following report of the Committee on Buildings and Grounds was presented:

Committee On Buildings and Grounds

July 15, 1943

Present: James F. Fitzgerald - Chairman

Mrs. Cora Butler Conant

It was voted to recommend that the janitors assigned to the work in the Day-Care classes shall receive, in addition to the regular compensation, the sum of $10.00 per week.

It was voted to recommend that Cornelius P. McCormack, janitor assigned to the National Defense Classes, be transferred from the National Defense Classes to a school building to be designated by the Chief Custodian, said transfer to be effective September 1, 1943.

It was voted to recommend that the contract for painting the Thorndike School, be awarded to the lowest bidder, Russell E. McCassey, Inc., of Watertown, Mass., at a price of $5,425.

It was voted to recommend that the Committee on Buildings and Grounds be empowered to receive bids and to award contracts for the purchase of curtains and repairing the roof at the Roberts School.

It was voted to adjourn.

Committee On Buildings and Grounds

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr, Duddy it was voted, on the following roll-call, that the report of the Committee on Buildings and Grounds be approved and the recommendations adopted: Committeemen Dr. Duddy, Mrs. Conant, Mr. Fitzgerald Dr. Cassidy, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes. A motion by Committeeman Fitzgerald and seconded by Committeeman Wood to reconsider this vote, hoping same would not prevail, failed of adoption.

The following report of the Committee on Athletics was presented:

COMMITTEE ON ATHLETICS

July 15, 1943

Present: Dr. James J Cassidy - Chairman.

Russell A. Wood

It was voted to recommend that the contract for supplying football equipment be awarded to Iver Johnson Sporting Goods Company, being the lowest responsible bidder.

It was voted to substitute the name of John Temple for Leander A. MacDonald for head coach of football at High and Latin school.

It was voted to adjourn.

COMMITTEE ON ATHLETICS

Committeeman Wood moved that the report of the Committee on Athletics be referred to executive session. Mayor Corcoran moved to amend the motion by striking out the words "executive session" and insert in place thereof the words "new Committee on Athletics." A motion for the previous question having prevailed the chair ordered the main question. On the following roll-call it was voted to adopt the amendment: Committeemen Dr. Duddy, Mrs. Conant, Miss Kelleher, and Mayor Corcoran voting yes; Committemen Dr. Cassidy, Mr. Fitzgerald, and Mr. Wood voting no. It was then voted to adopt the motion as amended that the report of the Committee on Athletics be referred to the new committee on Athletics. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to approve the Text Books recommended by the Superintendent at the meeting of June 21, 1943.

It was unanimously voted to give leave to withdraw to the motion to rescind the vote accepting the offer of Lanham Funds by the Federal Works Agency, as presented by Committeeman Fitzgerald at the meeting of June 21, 1943.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to take from the table the proposed amendment to the rules, as presented by Committeeman Fitzgerald at the meeting of June 7, 1943, entitled "Reserve List". A motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Cassidy to adopt this proposed amendment failed of adoption on the following roll-call: Committeemen Dr. Cassidy and Mr. Fitzgerald voting yes; Committeemen Mrs. Conant, Dr. Duddy. Miss Kelleher, Mr. Wood and Mayor Corcoran voting no.

On motion by Committeeman Dr. Cassidy and seconded by Committeeman Fitzgerald it was voted to take from the table the following proposed amendment to the rules as presented by Committeeman Fitzgerald at the meeting of May 17, 1943:

"Any qualified candidate who is appointed a substitute teacher (military or otherwise) from the permanent examined list and who has served for a period of 30 consecutive days or longer in any school year shall be compensated, after the 30-day period, on a per diem basis at the minimum rate of pay for the position to which the substitute teacher is assigned on recommendation of the master or principal of the school and the Superintendent."

It was moved by Committeeman Dr. Cassidy and seconded by Committeeman Fitzgerald to adopt the foregoing proposed amendment to the rules. On the following roll-call the motion for adoption was negatived: Committeemen Dr. Cassidy and Mr. Fitzgerald voting yes; Committeemen Dr. Duddy, Mrs. Conant, Mr. Wood and Mayor Corcoran voting no; Committeewoman Miss Kelleher not voting.

On motion by Committeeman Dr. Cassidy and seconded by Committeeman Fitzgerald it was voted to take from the table the proposed amendment to the rules as presented by Committeeman Dr. Cassidy at the meeting of May 17, 1943 that --

"Beginning with the school year, September, 1943, the Abraham Lincoln School shall be operated as it was in 1934-1935, as a regular grammar school of eight grades and kindergarten."

Committeeman Dr. Cassidy moved adoption of the foregoing proposed amendment to the rules, the motion being seconded by Committeeman Fitzgerald. On the following roll-call the amendment failed of adoption: Committeemen Dr. Cassidy, and Mr. Fitzgerald voting yes; Committeeman Dr. Duddy, Mrs. Conant, Miss Kelleher Mr. Wood and Mayor Corcoran voting no.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Cassidy it was voted to take from the table for consideration Chapter 354 of the General Laws, "An Act to Empower the City of Cambridge To Pay Certain Expenses From the Appropriation of the School Committee." On motion by Committeeman Fitzgerald and seconded by Dr. Cassidy it was voted on the following roll-call that pursuant to the authority granted the School Committee by said Chapter 354 of the General Laws, that the sum of $3,175.00 be, and the same is hereby appropriated to the account "Chapter 354 Acts of 1943 of the General Laws," said sum to be provided by transfer from the account "Supplies": Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood, and Mayor Corcoran voting yes.

On the following roll-call it was voted on motion by Committeeman Fitzgerald that the sum of $3,175.00 be paid to the Ivory System, Inc., (athletic clothing cleaners) pursuant to Chapter 354 of the General Laws and the vote of the School Committee: Committeemen Dr .Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr Wood and Mayor Corcoran voting yes. A motion to reconsider this vote hoping same would not prevail, failed of adoption.

On motion by Committeeman Dr. Cassidy and seconded by Committeeman Fitzgerald it was voted to take from the table the request of Winifred H Linehan, teacher at the Agassiz School, that the twenty-three days absence caused by contracting a contagious disease in the performance of her duties be not subtracted from her accumulated sick-leave allowed by the rules of the committee. Committeeman Dr. Cassidy moved that Miss Linehan's request be granted. The chair ruled that the motion not having been seconded that the matter be placed on file.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to take from the table the bids for paper, pencils, etc. It was then voted on the following roll-call to adopt a motion by Committeeman Fitzgerald and seconded by Committeeman Wood that the contract for supplying paper pads, paper, pens, pencils, notebooks, etc., be awarded to the lowest bidders: Committeeman Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald. Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes. A motion to reconsider this vote. hoping same would not prevail, failed of adoption.

On motion by Committeeman Dr. Cassidy and seconded by Committeeman Fitzgerald it was voted to take from the table the proposed amendment to the rules, as presented by Committeeman Dr. Cassidy at the meeting of June 7, 1943, that -

"For this year 1943 teachers who have been engaged as permanent substitutes in the elementary schools for one year or more, be made permanent teachers to fill the existing vacancies."

Committeeman Dr. Cassidy offered and Committeeman Fitzgerald seconded a motion that the foregoing amendment to the rules be adopted. The chair ruled that according to existing legislation the amendment, if adopted will be inoperative inasmuch as the general laws require that the Superintendent of Schools must first recommend the appointment of teachers, and, therefore. the proposed amendment to the rules is out of order. Committeeman Dr. Cassidy appealed from the ruling of the chair and on the following roll-call the ruling of the chair was sustained: Committeemen Dr. Duddy, Mrs. Conant, Miss Kelleher and Mayor Corcoran voted to sustain the ruling of the chair; Committeemen Dr. Cassidy, Mr. Fitzgerald and Mr. Wood voted not to sustain the chair.

On motion by Committeeman Dr. Cassidy and seconded by Committeeman Wood it was voted to take from the table the proposed amendment to the rules as presented by Committeeman Dr. Cassidy at the meeting of June 7, 1943, that -

"Military substitutes who have been recommended by the Superintendent be made permanent teachers to fill existing vacancies."

A motion by Committeeman Dr. Cassidy that the foregoing amendment to the rules be adopted received no second and the chair ruled it out of order for the reason that the Superintendent must recommend teachers for appointment.

On motion by Committeeman Fitzgerald and seconded by Dr. Duddy it was voted to take from the table and accept the report of the Superintendent, as submitted at the meeting of June 21, 1943, relating to teachers who are substituting on a permanent basis.

On the following roll-call it was voted to adopt a motion by Mayor Corcoran and seconded by Committeeman Wood that the School Committee enter into a one-year contract with James P. Hoar for operating the lunchrooms: Committeemen Dr. Cassidy, Dr Duddy, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes; Committeemen Fitzgerald and Mrs. Conant voting no. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Mayor Corcoran and seconded by Committeeman Dr. Duddy it was voted that the secretary of the School Committee send to the Civil Service Commissioner at once all position classification questionaires of the civil service employees which were sent to the School Committee by the Commissioner of Civil Service on May 17, 1943, nearly two months ago.

On motion by Committeeman Fitzgerald and seconded by Committeeman Wood, it was voted that, in view of present conditions, the Headmasters of the two high schools be instructed to submit to the Superintendent in writing for the next meeting any request for personnel that they feel is required in order to efficiently carry on the school programs.

Committeeman Fitzgerald advised the committee that the next regular meeting of the School Committee is scheduled for Labor Day, September 6, a legal holiday. It was unanimously voted to suspend the rules for the purpose of changing the date of the next regular meeting. On motion by Committeeman Fitzgerald and seconded by by Mayor Corcoran it was voted that the next regular meeting of the School Committee be held on Tuesday, September 7, 1943 at the time and place prescribed by the rules.

On motion by Committeeman Wood and seconded by Committeeman Dr. Duddy it was voted that the rules of the School Committee for the year 1943 be printed in the customary manner and that the Assistant Business Agent be instructed to advertise for bids.

Committeeman Dr. Cassidy moved that the janitors and custodians assigned to the Child Day-Care classes be given a half day off each week. It was unanimously voted that this matter be referred to the Committee on Buildings and Grounds.

Mayor Corcoran in the chair.

The chairman ruled that the vote passed at the meeting of June 21, 1943 changing the hours of the business office from 9.00 a.m. to 5:00 p.m. to 8.00 a.m. to 4.00 p.m. was out of order inasmuch as the changing of hours constituted an amendment to the rules which must lay on the table and final action cannot be taken at this meeting because it is a continuation of the meeting of June 21, 1943.

Committeeman Dr. Cassidy in the chair.

Mayor Corcoran moved that the hours for the business office be set at 9.00 a.m. to 5.00 p.m. and that upon passage of the motion the Business Agent be instructed to notify the employees in the Business Office.

Mayor Corcoran in the chair.

Committeeman Dr. Duddy moved that the chairman be deemed in error in his ruling relating to the hours of of the business office and the school offices. Committeeman Dr. Duddy withdrew his motion, and offered a motion, seconded by Committeeman Dr. Cassidy, to reconsider the votes sustaining the ruling of the chair relating to the hours of the clerks attached to the high schools and business offices. The motion for reconsideration prevailed on the following roll-call: Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes. On the recurring question the ruling of the chair relating to the hours of clerks attached to the high schools and business offices was unanimously sustained on a viva voce vote.

A motion to adjourn by Committeeman Wood, seconded by Committeeman Dr. Cassidy failed of adoption.

Vice-Chairman Dr. Cassidy in the chair.

Mayor Corcoran offered a motion, seconded by Committeeman Dr. Duddy that the Business Agent be instructed that the hours for the Business Office are from 9.00 a.m. to 5.00 p.m.

Committeeman Wood in the chair.

Committeeman Dr. Cassidy moved that Mayor Corcoran's motion instructing the Business Agent as to the hours of the business office be laid on the table. The chairman seconded the motion. On the following roll-call the motion to table failed of adoption: Committeeman Dr. Cassidy voting yes; Committeemen Dr. Duddy. Mrs. Conant, Mr. Fitzgerald, Miss Kelleher. and Mayor Corcoran voting no. Commiteeman Wood not voting. It was then voted on the following roll-call to adopt Mayor Corcoran's motion, as seconded by Committeeman Dr. Duddy, that the Business Agent be instructed that the hours for the Business Office are from 9.00 a.m. to 5.00 p.m.: Committeemen Dr. Duddy, Mrs Conant, Miss Kelleher and Mayor Corcoran voting yes; Committeeman Dr. Cassidy and Mr. Fitzgerald voting no; Committeeman Wood not voting. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Committeeman Dr. Cassidy moved that the vote, instructing the business agent in regard to the hours of the business office, be rescinded. In accordance wth the rules a motion to rescind lays on the "Calendar" until the next meeting.

Mayor Corcoran presented the following proposed amendments to Chapter XX of the rules of the School Committee, said proposed amendments to lay on the "Calendar" in accordance with the rules:

BUSINESS DEPARTMENT:

Section 1. Under the direction of the assistant superintendent the business agent shall have supervision of school accounts and of the preparation of the annual budget for submission to the school committee.

He shall supervise school accounts and the proper distribution of funds in the various accounts. He shall supervise the preparation of the annual financial report and other reports required by the State Department of Education, including reports for state-aided clases, trust funds, athletic funds and such other special funds as are maintained in the business office.

He shall prepare and submit a financial report of the School Department to the School Committee each month, reviewing the invoice warrants and the accompanying bills before transmitting to the city auditor.

He shall submit to the School Committee each month, reports on the fabrication of materials in the Rindge Technical and Vocational Schools and shall have general supervision of the preparation of all statistical forms.

He shall furnish a monthly statement of uncollected tuition for non-resident pupils to the School Committee.

Section 2. Assistant to the Business Agent:

Under the direction of the assistant superintendent the assistant to the business agent shall keep on hand a complete and accurate inventory of all supplies, books and equipment in schools, stockrooms and lunchrooms, including the technical, vocational and evening schools He shall have supervision of the rebinding and discarding of books and shall report to the assistant superintendent from time to time as to the condition of supplies and books in all schools. Inventories of all supplies and equipment of a movable character shall be taken not less frequently than once a year.

Upon receiving requisitions from schools, the assistant to the business agent shall purchase and distribute to the schools as requisitioned the equipment and supplies necessary for the school unit. Requisitions are to be isued by the schools on the first day of each month and forwarded directly to the office of the assistant superintendent

Purchase orders issued by the assistant to the business agent during any one business day shall be submitted for approval to the assistant superintendent before 10 a.m. of the next business day. Upon his approval and before release the purchase orders shall be posted by the bookkeeping department in the school expense and appropriation ledger. Purchase orders affecting athletic supplies shall be approved by the sub-committee on athletics and orders for the buildings and grounds shall be approved by the sub-committee on buildings and grounds. All other purchase orders shall have the approval of the assistant superintendent before being released.

Section 3.

All contracts made by the committee, in which the amount involved is $500.00 or more, shall be in writing and no such contract shall be deemed to have been made or executed until the approval of the School Committee is affixed thereto. Any contract made as aforesaid may be required to be accompanied by a bond with securities satisfactory to the committee or by a deposit of money, certified check, or other security for the faithful performance thereof. Such bonds or other securities shall be deposited with the city treasurer until the contract has been carried out in all respects and no such contract shall be altered except by a written agreement of the contractor, the sureties on his bond and the School Committee.

No advertisement, proposal or offer of contract shall be inserted as an advertisement in any newspaper, trade paper or magazine without the approval of the assistant superintendent. Advertisement shall be inserted two weeks prior to the hearing on the award of bids. Bids shall be opened the day and hour specified in the advertisement. When opened all bids shall be announced publicly and each bid shall be available for the inspection of competitors.

Bids and proposals shall be submitted to the assistant superintendent for review and recommendation to the School Committee. The award shall be made to the lowest responsible bidder, unless it can be shown that the award to the lowest bidder is not to the best interests of the school department. In such cases the award shall be given to the next lowest responsible bidder. In the case of equal bids preference shall be given to the vendor having place of business in Cambridge.

Copies of all bids or proposals furnished by concerts and all correspondence related thereto shall be kept on file for a period of one year. No bill or contract shall be split or divided for the purpose of evading any provision of the rules and regulations.

All bids for ordinary repairs, materials or supplies shall be itemized so as to show the amount charged for labor and for each item of materials and supplies. All purchases estimated to exceed $50. shall be made only after competitive bidding.

Section 4.

No supplies shall be issued to the custodians or janitors of school houses except by written request of the principal of the school, approved by the head janitor and by the assistant superintendent of schools.

Section 5.

Upon receiving requisitions from the schools which have been approved by the Assistant Superintendent the Assistant to the Business Agent shall distribute to the schools the books, apparatus and supplies so purchased and kept in stock.

Mayor Corcoran in the chair.

It was voted to adjourn:

ADJOURNED.

EDWARD J. O'CONNELL
Secretary of the School Committee

APPENDAGE

(Approved at meeting held on March 6, 1944)

P. J. MOYNIHAN
C. P. A.

June 24, 1943

City of Cambridge School Committee
1700 Cambridge Street
Cambridge, Mass.
Gentlemen:

In accordance with instructions received from your committee, I have made an examination of certain financial records for the period December 1, 1942 to February 1943.

All payrolls, leaves of absences, deductions for absences, increases for promotions, other items involving payroll deductions were checked. In view of the increasing number of deductions, it is now apparent that the present payroll records are time consuming. In addition to the entry for the amount earned by each employee, the following cards are kept on which entries are made each month:- (1) A Government tax card; (2) a retirement fund card; (3) an absence card; (4) an earnings record.

This requires at least four and frequently five entries for each employee during each month. It is suggested that a simplified form of payroll capable of expansion in case of additional deductions be provided. Such a payroll book would contain the following information:- name, rank, yearly salary, monthly payment, date of annual increment, followed by a series of columns for each individual deduction to be made.

The footings of the monthly tabulations could then be posted to a yearly summary section. This record could be supplemented by a single card for employee on which space was provided for the gross earnings, the individual deductions therefrom, and the net earnings, the individual deductions-earnings each year, or by months if desirable.

It is suggested that if such a book is provided, the credits for absences to which each teacher is entitled could be inserted after the name on January 1st of each year, and this credit carried along from year to year. This is necessary because some absences are not deductible from the payroll. They apply to unused absence credits during a previous school year. The transfer of all this information to one book, tabulating the information as suggested above would save considerable of the time now consumed in locating cards, making entries in individual cards and filing them. There is also the additional advantage that information regarding payrolls, absences, or deductions can be located at once and visualized at the same time without having to combine four or five different cards to get the information.

Purchase orders were checked into the encumbrance and expense books. Provisions has been made in the encumbrance book for the inclusion of cartage, postage, purchase discounts, and other items of deduction now known at the time of placing the order. Many items of this nature were corrected on the purchase order but the correction was not carried forward into the encumbrance books. The expense and encumbrance books were not posted at the time of audit for the months of December 1942, and January and February 1943.

The cost of items transferred from the storeroom to the various schools during January and February 1943 was not entered in the expense book. The office routine was generally in arrears due to a shortage of help on the clerical staff. An assistant bookkeeper had left her position several weeks prior to the opening of the audit and replacement had not been made in the interim. It is essential that the present clerical staff be kept at its full complement.

The audit was interrupted to give the office staff the opportunity to bring all records up to date, but when at 11:45 a.m. on June 21, 1943, I telephoned the department to determine if the records were available, Mr. Church advised over the telephone that the books and records of the department would no longer be submitted to me personally or any representative of this office for audit. As a consequence, I am filing this incomplete report and submitting a bill accordingly.

Yours very truly,

PATRICK J. MOYNIHAN, C.P.A.

SCHOOL COMMITTEE

(OFFICIAL REPORT)

August 16, 1943

SPECIAL MEETING: Called by His Honor, the Mayor, in accordance with Section 3 of Chapter I of the Rules of the School Committee for the purpose of (1) to consider and act upon report of the Committee on Buildings and Grounds and (2) to consider and act upon a report of the Committee on Athletics.

Members present: Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Miss Kelleher and Mayor Corcoran.

Committeewoman Mrs. Conant presented the following reports of the Committee on Buildings and Grounds:

Committee on Buildings and Grounds

PRESENT:
Mrs. Cora Butler Conant, chairman
James F. Fitzgerald

Bids were received for furnishing and installing window shades at the High and Latin School and it was voted that the contract be awarded to the Reliable Shade and Screen Co., 691 Massachusetts Avenue, Cambridge the lowest bidder, at a price of $727.45.

Bids were received for fixing the tile promenade roof at the Roberts School and it was voted that said roof be replaced with a tar and gravel roof and the contract be awarded to the Columbia Cornice Company, 268 Elm Street, Cambridge, being the lowest bidder, at a price of $2,594.00; provided, however, that a certified check in the sum of $200.00 be posted in compliance with the requirements set forth in the advertisement not later than the close of business, Friday, June 20, 1943.

The Chief Custodian advised your committee that the roof of the new section of the High and Latin School is leaking and it was voted on motion by Committeeman Fitzgerald to recommend that this matter be referred to the City Solicitor for the purpose of protecting the city's interest under the bond furnished for the construction of said roof. and that the City Solicitor be requested to take whatever action is necessary to protect the city under said bond.

Your Committee has noted the motion referred to it, relative to allowing janitors assigned to the day-care classes a half-day off each week and adjustments have been made.

It was voted to recommend that Wm. L. Fitzpatrick be transferred from his present assignment as janitor for the National Defense Classes to janitor in one of the school buildings to be designated by the Chief Custodian, said transfer to be effective September 1, 1943.

It was voted to adjourn:

Respectfully submitted,

Committee On Buildings and Grounds

Committee on Buildings and Grounds

August 3, 1943

PRESENT:
Mrs. Cora Butler Conant, chairman
James F. Fitzgerald

It was voted that Burgess & Blacher, 18 Eustis Street, Roxbury, be awarded the contract for replacing the present tile promenade roof at the Roberts School wth a tar and gravel roof (under specification M) at a price of -2,776.00, they being the lowest legal bidder.

It was voted that the Columbia Cornice Company, 268 Elm Street, Cambridge be notified that this committee cannot legally consider their bid for replacing the present tile promenade roof at the Roberts School with a tar and gravel roof because of their failure to post a certified check for $200.00 with their bid, as required under the terms of the invitation to bidders and the City Treasurer be instructed to refund the sum of $200.00 to the Columbia Cornice Company. to cover a check forthis amount submitted by them some time after bids were opened.

It was voted to recommend that the bid of the Graybar Electric Company, Inc., 287 Columbus Avenue, Boston be accepted for the purchase of twelve No. 8448 Lite Control Fixtures at a price of $225.00, to be installed in the boy's lunch room at the High and Latin School.

It was voted to recommend that Patrick J. Sullivan be awarded the contract for the installation of sixteen (16) dressing compartments at the Girls' Gymnasium in the High and Latin School at a cost of $175.00, said price to include both labor and material.

It was voted to recommend that P. J. Dinn Company of Boston be awarded the contract for repairing and replacing where needed the iron fence outside the Gannett School at a cost of $190.00.

It was voted to adjourn.

Respectfully submitted.

Committee On Buildings and Grounds

On motion by Committeeman Dr. Duddy and seconded by Committeewoman Mrs Conant, it was voted on the following roll-call that the foregoing reports of the Committee on Building and Grounds be accepted and the recommendations adopted: Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Miss Kelleher, and Mayor Corcoran voting yes; Committeemen Mr. Wood and Mr. Fitzgerald absent. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Committeewoman Miss Kelleher presented the following report of the Committee on Athletics:

Committee On Athletics

July 30, 1943.

As chairman of the Committee on Athletics I called a meeting of this sub-committee on Friday July 30, 1943, due notice having been mailed out the week previous to the date set for the meeting.

As the other two members of this committee did not attend this meeting I am, therefore, submitting the following minority report of the Committee on Athletics.

I have carefully studied the athletic situation as it applies to the high school football teams and I feel that we should report on the personnel at this time so that an opportunity may be given to the personnel to properly prepare plans for the coming season.

In my judgement those who were in charge of the High and Latin School football team and the Rindge Technical School football team during the 1941 season, (which was the last season of individual high school teams) were capable and competent persons and performed their duties in an efficient and satisfactory manner.

I feel that these men should be reappointed to the positions which they held in 1941.

I therefore, recommend the following appointments:

Leander A. MacDonald, Director of High School Athletics

Henry C. Lynch, Faculty Manager, Rindge Technical School

Garrett D Foley, Faculty Manager. High and Latin School.

Wilfred J. Metivier. Head Coach of Football, Rindge Tech.

Thomas E. Smith, Asst. Coach of Football, Rindge Tech.

Adam F. Elcewicz, Head Coach of Football, High and Latin.

Frank J. Frisoli, Asst. Coach of Football, High and Latin.

Robert E. Driscoll, M.D., Athletic Physican, Rindge Tech.

Charles A. Brusch, M.D., Athletic Physician, High and Latin.

I recommend that the contract for supplying football equipment be awarded to Iver Johnson Sporting Goods Company, being the lowest responsible bidder.

Respectfully submitted,

MARGARET M. KELLEHER,
Chairman Committee on Athletics.

Committeeman Dr. Duddy offered a motion, seconded by Committeewoman Miss Kelleher, that the foregoing report of the Committee on Athletics be accepted and the recommendations adopted. Committeeman Dr. Cassidy offered a substitute motion that the committee convene into executive session before a vote is taken on the report of the Committee on Athletics. Committeeman Dr Duddy advised the chair that the substitute motion had not been seconded and the chair ruled that the substitute motion, not having been seconded, is not before the committee. It was then voted on the following roll-call to adopt Committeeman Dr. Duddy's motion, as seconded by Committeewoman Miss Kelleher. "that the foregoing report of the Committee on Athletics be accepted and the recommendations adopted": Committeemen Dr. Duddy, Mrs Conant, Miss Kelleher, and Mayor Corcoran voting yes; Committeeman Dr. Cassidy voting no; Committeemen Mr. Fitzgerald and Mr. Wood absent. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

It was voted to adjourn:

ADJOURNED.

EDWARD J. O'CONNELL,
Secretary of the School Committee

SCHOOL COMMITTEE

Tuesday, Sept. 7, 1943

(OFFICIAL REPORT)

REGULAR MEETING:

Present Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy, it was voted that the minutes of the regular meeting of July 15, 1943 and the Special Meeting of August 16, 1943 be approved as copied.

A communication was received from the Women's War Finance Committee asking permission to use the High and Latin School Auditorium on Tuesday evening, September 28 for a Book and Author War Bond Rally. On motion by Committeeman Wood and seconded by Committeeman Dr. Duddy it was unanimously voted on the following roll-call to adopt a motion by Committeeman Wood and seconded by Committeeman Dr. Duddy that the permission be granted as requested at no cost: Committeemen Dr. Duddy, Mrs. Conant, Mr. Fitzgerald, Miss Kelleher, Mr Wood and Mayor Corcoran voting yes; Committeeman Dr. Cassidy voting no.

Vice-Chairman Dr. Cassidy in the chair.

A motion, by Mayor Corcoran and seconded by Committeeman Dr. Duddy to reconsider the vote granting the use of the High and Latin School Auditorium to the Womens War Finance Committee, failed of adoption.

Mayor Corcoran in the chair.

A communication was presented from the Avon Hill Audubon Bird Club asking the School Committee to furnish car tickets free to the children of this club. On motion by Committeeman Fitzgerald and seconded by Committeeman Wood it was voted to inform the petitioners that while the School Committee would like to be of assistance in this instance the general laws prohibit the expenditure of public school funds for such purposes.

A request was received from Miss Anna R. Crane, teacher at the High and Latin School now on leave of absence, asking that her leave of absence be extended for one year without salary. On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted that Miss Crane's leave of absence be extended for one year without salary.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to make part of the records the following communication from the Mass. Teacher' Retirement Board:

Commonwealth of Massachusetts

Teachers' Retirement Board

August 25, 1943.

School Committee,
Cambridge, Mass.
Gentlemen:

I am today mailing to the City Treasurer a check for $747.91 in payment of reimbursements for pensions paid prior to July 1, 1942, by the City of Cambridge to retired public school teachers.

Yours very truly,

CLAYTON L. LENT, Secretary
Teachers' Retirement Board

It was voted to convene into executive session.

It was voted to grant a hearing to Miss Bessie B. Loring of 4 Washington Avenue, Cambridge, Miss Loring appeared and asked that permission be granted her nephew, Henry W. Hurd, Jr., to attend Rindge Technical School without cost. Miss Loring advised the committee that this boy formerly attended Duxbury high school and that he is to take up permanent residence with her. It was unanimously voted to suspend the rules. It was then voted on the following roll-call that Henry W. Hurd, Jr., be granted permission to attend Rindge Technical School without payment of tuition fee, provided that he maintains residence with Miss Bessie B. Loring: Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes.

A motion to suspend the rules for the purpose of taking action on the request of Mrs. Madeliene R. Allen, teacher on leave of absence from the Roberts School, asking that her leave of absence be terminated effective September 1, 1943, failed, on the following roll-call, to receive the required five votes for suspension of rules: Committeemen Dr. Cassidy, Dr. Duddy, Mr Fitzgerald and Miss Kelleher voting yes; Committeemen Wood, Mrs. Conant and Mayor Corcoran voting no.

It was voted to reconvene in open session. On the following roll-call it was voted to adopt a motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy that the votes passed in executive session be affirmed and ratified: Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Superintendent of Schools

(Communications and Reports

The Superintendent reported the death on July 22 of Gertrude A. Murphy, teacher at the Thorndike School, and advised that Mis Murphy was appointed a teacher in the Cambridge School System on September 1, 1912. On motion by Committeeman Fitzgerald and seconded by Committeewoman Mrs. Conant it was voted that a letter of condolence be sent to Miss Murphy's next of kin.

The Assistant Superintendent reported the retirement of Hannah G. Stanton, a matron at the Roberts School, effective May 10, 1943.

The Assistant Superintendent reported the retirement of Elizabeth A. Fitzpatrick, sewing teacher in the elementary schools, effective July 1, 1943; of Mabel F. Adams, Head Kindergartner at the Sleeper School, effective July 1, 1943; of Blanche C. Trefethen teacher at the Peabody School, effective July 1, 1943. The Assistant Superintendent presented also the resignation of Anna C. Lennon, teacher at the Ellis School, effective July 14, 1943 and Rose L. Evans, teacher at the Houghton School, effective September 5, 1943, both of whom have resigned to be married: On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted that the retirements and resignations set forth above be accepted.

The Assistant Superintendent reported that the following requests for leave of absence have been received.

Rose C. Toomey, Teacher - Roberts School, Maternity Leave from July 15, 1943 to Jan. 15, 1945.

John J. O'Brien, Teacher - High and Latin, Military Leave from July 28 1943, to duration of war

Florence M. Hunter, Teacher, High and Latin, Military Leave from Aug. 28, 1943 for duration of war.

On motion by Committeeman Fitzgerald and seconded by Committeewoman Mrs. Conant, it was voted that the leave of absence be granted as requested in each instance.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr Duddy it was voted to make part of the records the following report of marriages of teachers who will retain their positions in accordance with the rules:

Mary P. Boyle, special class teacher

in the Roberts School, was married on July 21, 1943 to Edward F. Hurley. Mrs. Hurley's name will appear on our records as Mary P. Hurley.

Marie Mullin, teacher in the Morse School, was married on Aug. 30, 1943, to Walter A. Conway. Mrs. Conway's name will appear on our records as Marie Conway.

On motion by Committeeman Wood and seconded by Committeewoman Mrs. Conant it was voted to make part of the records the following communication from the Mass. Department of Education:

Commonwealth of Massachusetts

Department of Education

August 16, 1943

The Treasurer
Cambridge, Mass.
Sir:

You may be interested to know that this office has recommended to the General Court of 1943, that there be appropriated the following sum as reimbursement to your community for the year ending August 31, 1942, on account of:

MAINTENANCE OF:

Cambridge Boys' General Department	$9,800.54
Cambridge Evening Industrial School	1,631.85
Cambridge Continuation School	953.93
Cambridge Girls' General Department	3,748.07
	$16,134.39

TUITION OF PUPILS AT:

Boston Trade School for Girls	$198.48
Boston Evening Journeymen Classes	25.60
Boston Part-Time Apprenticeship School	47.10
Boston Trade School Evening Classes	12.00
Medford Evening Vocational School	19.25
Malden Evening Vocational School	1.30
Boston Evening Practical Art School	16.80
Brookline Evening Practical Art School	10.00
Boston Continuation School	30.00
Somerville Continuation School	4.48
Jamaica Plain Agricultural Dept of Boston	60.00
	425.11
	$16,559.50

On motion by Committeeman Fitzgerald and seconded by Committeeman Wood it was voted to place on file a communication from Harvard University thanking the committee for permitting them to use rooms in the Rindge Technical School to conduct a Workshop in Education for New England teachers and administrators.

The chair ordered placed on file a communication from the Headmaster of the High and Latin School relative to the forthcoming Third Victory Loan.

REPORTS OF COMMITTEES

The following report of the Committee on Buildings and Grounds was presented:

Committee on Buildings and Grounds

Tuesday, Sept. 7, 1943

Present:
Mrs Cora Butler Conant, Chairman

James F. Fitzgerald,

Dr. Frank E. Duddy

It was votel to recommend that Civil Service be requisitioned for two janitors at a salary of $33.83 each.

Relative to the transfer of two janitors from the National Defense Classes to a school building to be designated by the Chief Custodian, as recommended by this committee and approved by the School Committee at a previous meeting, it is now recommended that said janitors be transferred at the following salaries:

Cornelius P. McCormack -	$39.83 per. wk.
Wm. L. Fitzpatrick, -	$37.83 per. wk.

It was voted to incorporate as part of this report the following communication from the Chief Custodian:

From: The Chief Custodian

To: Committee on Buildings & Grounds

All schools are ready for opening as of September 13.

There has been a considerable amount of work accomplished but there is still much more to do. As you all are aware there is a very great shortage of labor and material and we could not accomplish as much work as we should have liked this summer.

For your information we sent out twenty-one proposals for painting of the Thorndike School and received only two bids. The low bidder whose contract was to be completed as of September 4th finds it impossible to finish this work owing to the fact that it is almost impossible to get painters at this time. What is left to be done in no manner hinders or interferes with the opening of the school. This work will be completed in the very near future.

A further report of all the work accomplished during the summer will be submitted at a later meeting of the School Committee.

It was voted to recommend that the following work be done:

Fence at the Haggerty School

Refinishing of floor at Haggerty School

Fence at the Houghton School

Painting of two rooms at the Houghton School

New floor at the Kelley School

NOTE: It may be possible that under the Lanham Act funds may be available to defray the cost of this work.

It was voted to recommend that the City Manager be asked whether he would be able to furnish a part-time gardener for the care of the shrubbery around our schools, wages to be adjusted between the two departments.

Respectfully submitted,

Committee on Buildings & Grounds

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted on the following roll-call that the foregoing report of the Committee on Buildings and Grounds be accepted and the recommendations adopted: Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher and Mayor Corcoran voting yes; Committeeman Wood voting no. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

UNFINISHED BUSINESS

Calendar

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to adopt the text books recommended by the Superintendent at the meeting of July 15, 1943.

Committeeman Wood moved adoption of the motion, presented by Committeeman Dr. Cassidy at the meeting of July 15, 1943, --

"that the vote passed at the meeting of July 15, 1943 instructing the Business Agent as to the hours of the Business Offices"
the Business Offices, be rescinded."
On the following roll-call the motion to rescind failed of adoption: Committeemen Dr. Cassidy, Mr. Fitzgerald,

and Mr. Wood voting yes. Committeemen Dr. Duddy, Mrs. Conant, Miss Kelleher, and Mayor Corcoran voting no.

Vice-Chairman Dr. Cassidy in the chair.

On motion by Mayor Corcoran and seconded by Committeewoman Mrs. Conant it was voted on the following roll-call to adopt the amendment to Chapter XX of the rules, as proposed by Mayor Corcoran at the meeting of July 15, 1943 and set forth below: Committeemen Dr. Duddy, Mrs. Conant, Miss Kelleher and Mayor Corcoran voting yes; Committeemen Dr. Cassidy, Mr. Fitzgerald and Mr. Wood voting no. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

The following is Chapter XX of the Rules of the School Committee as amended:

Proposed amendments to Chapter XX of the rules of the School Committee as presented by Mayor Corcoran.

BUSINESS DEPARTMENT:

Section 1. Under the direction of the assistant superintendent the business agent shall have supervision of school accounts and of the preparation of the annual budget for submission to the school committee.

He shall supervise school accounts and the proper distribution of funds in the various accounts. He shall supervise the preparation of the annual financial report and other reports required by the State Department of Education, including reports for state-aided clases, trust funds, athletic funds and such other special funds as are maintained in the business office.

He shall prepare and submit a financial report of the School Department to the School Committee each month, reviewing the invoice warrants and the accompanying bills before transmitting to the city auditor.

He shall submit to the School Committee each month, reports on the fabrication of materials in the Rindge Technical and Vocational Schools and shall have general supervision of the preparation of all statistical forms.

He shall furnish a monthly statement of uncollected tuition for non-resident pupils to the School Committee.

Section 2. Assistant to the Business Agent:

Under the direction of the assistant superintendent the assistant to the business agent shall keep on hand a complete and accurate inventory of all supplies, books and equipment in schools, stockrooms and lunchrooms, including the technical, vocational and evening schools He shall have supervision of the rebinding and discarding of books and shall report to the assistant superintendent from time to time as to the condition of supplies and books in all schools. Inventories of all supplies and equipment of a movable character shall be taken not less frequently than once a year.

Upon receiving requisitions from schools, the assistant to the business agent shall purchase and distribute to the schools as requisitioned the equipment and supplies necessary for the school unit. Requisitions are to be isued by the schools on the first day of each month and forwarded directly to the office of the assistant superintendent

Purchase orders issued by the assistant to the business agent during any one business day shall be submitted for approval to the assistant superintendent before 10 a.m. of the next business day. Upon his approval and before release the purchase orders shall be posted by the bookkeeping department in the school expense and appropriation ledger. Purchase orders affecting athletic supplies shall be approved by the sub-committee on athletics and orders for the buildings and grounds shall be approved by the sub-committee on buildings and grounds. All other purchase orders shall have the approval of the assistant superintendent before being released.

Section 3.

All contracts made by the committee, in which the amount involved is $500.00 or more, shall be in writing and no such contract shall be deemed to have been made or executed until the approval of the School Committee is affixed thereto. Any contract made as aforesaid may be required to be accompanied by a bond with securities satisfactory to the committee or by a deposit of money, certified check, or other security for the faithful performance thereof. Such bonds or other securities shall be deposited with the city treasurer until the contract has been carried out in all respects and no such contract shall be altered except by a written agreement of the contractor, the sureties on his bond and the School Committee.

No advertisement, proposal or offer of contract shall be inserted as an advertisement in any newspaper, trade paper or magazine without the approval of the assistant superintendent. Advertisement shall be inserted two weeks prior to the hearing on the award of bids. Bids shall be opened the day and hour specified in the advertisement. When opened all bids shall be announced publicly and each bid shall be available for the inspection of competitors.

Bids and proposals shall be submitted to the assistant superintendent for review and recommendation to the School Committee. The award shall be made to the lowest responsible bidder, unless it can be shown that the award to the lowest bidder is not to the best interests of the school department. In such cases the award shall be given to the next lowest responsible bidder. In the case of equal bids preference shall be given to the vendor having place of business in Cambridge.

Copies of all bids or proposals furnished by concerts and all correspondence related thereto shall be kept on file for a period of one year. No bill or contract shall be split or divided for the purpose of evading any provision of the rules and regulations.

All bids for ordinary repairs, materials or supplies shall be itemized so as to show the amount charged for labor and for each item of materials and supplies. All purchases estimated to exceed $50. shall be made only after competitive bidding.

Section 4.

No supplies shall be issued to the custodians or janitors of school houses except by written request of the principal of the school, approved by the head janitor and by the assistant superintendent of schools.

Section 5.

Upon receiving requisitions from the schools which have been approved by the Assistant Superintendent the Assistant to the Business Agent shall distribute to the schools the books, apparatus and supplies so purchased and kept in stock.

Mayor Corcoran in the chair.

Tabled Matters

It was voted to give leave to withdraw to the request of Mrs. Mary S. Moynihan, former teacher in the Cambridge School Department, that she be reinstated as a teacher without examination.

Awaiting Report

It was voted on motion by Committeewoman Mrs. Conant and seconded by Committeeman Dr Duddy that the report pending from the committee appointed to investigate the manner in which Mr. Hoar is operating the lunchroom, be given leave to withdraw.

Relative to the motion that he submit a digest of the meaning of proposed Federal Legislation entitled "Increased Authorization for Defense Public Works and Community Facilities" and "Federal Grants for the Training of Nurses for the Armed Forces, Governmental and Civil Hospitals, Health Agencies and War Industries," the Assistant Superintendent reported that no Federal funds are available to school departments for the training of nurses.

At the request of Committeeman Wood the Assistant Superintendent advised the committee that the numbers in the Day-Care Classes are increasing daily and at the present time the enrollment figures are --

Kelley School	14
Houghton School	26
Ellis School	15
Haggerty	20
Roberts	19
Thorndike	28
Total	122

New Business

Vice-Chairman Dr. Cassidy advised the committee that on Sunday, September 5, 1943 the Portuguese-American Civic League rented the Longfellow School Auditorium for which they paid the full rental fee, and that this organization has, for many years, placed their quarters at the disposal of the Cambridge School Department for the purpose of conducting Americanization classes - at no cost to the School Department. Vice-Chairman Dr. Cassidy then moved that the rules be suspended for the purpose of rebating the amount paid Committeeman Fitzgerald seconded the motion. On the following roll-call the motion to suspend the rules failed to receive the required five votes: Committeemen Dr. Cassidy, and Mr. Fitzgerall voting yes; Committeemen Dr. Duddy, Mrs. Conant, Mr. Wood and Mayor Corcoran voting no; Committewoman Miss Kelleher not voting.

Vice-Chairman Dr. Cassidy offered the following proposed amendment to Sec. 4, Chap. XI of the rules of the School Committee, which lays on the "Calendar" in accordance with the rules: "The sessions of the High and Latin School and Rindge Technical School shall be from 8:15 a.m. to 1:00 p.m. Beginning November 1, 1943 the sessions of the grammar and primary schools shall be from 9:00 a.m., to 2:15 p.m."

On motion by Committeeman Wood and seconded by Committeeman Dr. Cassidy it was voted that the Superintendent be requested to bring in a report and recommendation in regard to changing the school hours.

It was voted to adjourn:

ADJOURNED.

EDWARD J. OCONNELL

Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, Sept. 20, 1943

REGULAR MEETING:

Present: Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Committeeman Fitzgerald and seconded by Committeeman Wood it was voted unanimously to suspend the rules for the purpose of allowing a committee from the Board of Library Trustees to address the committee. Mr. Mahoney and Dr. Costello appeared for the Library Trustees and explained that the library board would like the use of the room adjacent to the one they are now using and that this could be done by moving the office of the principal of the school up to the third floor; and by moving one of the classes from the first to the second floor this room could be made available to the library board. On motion by Committeeman Wood and seconded by Committeeman Dr. Cassidy it was voted that a subcommittee of three be appointed who, with the Superintendent of Schools shall confer with the Library Trustees and investigate the situation at the branch library located in the Willard School and submit a report at the next meeting of the School Committee. The chairman appointed the following committee:

Russell A. Wood - Chairman
Dr. James J. Cassidy
Margaret M. Kelleher

On motion by Committeeman Fitzgerald and seconded by Committeeman Wood it was voted that the minutes of the meeting of September 7, 1943 be approved as copied.

A communication was presented from Mrs. Madeliene R. Allen, teacher on leave of absence from the Roberts School, asking the committee to reconsider her petition for termination of leave of absence. On motion by Committeeman Fitzgerald and seconded by Committeewoman Miss Kelleher it was unanimously voted to suspend the rules for the purpose of taking this matter up in executive session. A motion by Committeeman Fitzgerald to convene in executive session forthwith was not seconded, and the chair ordered the matter referred to executive session.

The following communication was received from the City Solicitor:

CITY OF CAMBRIDGE
LAW DEPARTMENT

September 17, 1943

Mr. Edward J. O'Connell, Sec.
Cambridge School Committee
1700 Cambridge Street,
Cambridge, Mass.
Dear Sir:

Since receiving your letter of August 18, 1943, I have looked into the matter of the leaks at the new section of High and Latin School.

It has been carefully examined by Mr. DeLoria and from his report I am of the opinion that the Koppers Company which furnished the material is in no way responsible for the leaks. It appears, however, that there is certain defective work in the roof of the penthouse and a lack of proper caulking of the staff bead.

One leak appears to exist around the Auditorium Vent. Wood braces have been placed against the flaps to hold them closed and Mr. DeLoria is of the opinion that leaks in this vicinity result from the walking back and forth and the traffic necessary to remove these braces when the Auditorium is in use. This latter leak, I am of the opinion, is up to the City to repair.

Mr. DeLoria also finds there are wall leaks which he feels are caused by improper pointing of putlock holes.

I am of the opinion that except for the trouble caused by the wood braces these defective conditions should be remedied by the contractor and I am so advising the Superintendent of Buildings.

Yours very truly,

JOHN A. DALY
City Solicitor

The Committee on Buildings and Grounds recommended that the Chief Custodian be empowered to advertise for bids to repair those leaks in the new High and Latin School roof for which the City Solicitor says we are responsible; and, further, that the City Solicitor be instructed to protect the School Departments rights under a contract for the erection of the new High and Latin School Building, because of the defective conditions as outlined in the City Solicitor's letter of September 17 in which he states it is his opinion that the contractor is liable. On motion by Committeeman Fitzgerald and seconded by Committeewoman Mrs. Conant it was voted on the following roll-call that the recommendations of the Committee on Buildings and Grounds be adopted: Committeemen Dr. Cassidy, Mrs. Conant, Mr. Fitzgerald, Miss Kelleher, and Mayor Corcoran voting yes; Committeeman Wood voting no; Committeeman Dr. Duddy absent.

A communication was presented from Mrs. Clark Goodman, Anne Radcliffe Fellow at Radcliffe College, asking permission to observe a kindergarten class in one of our public schools for the purpose of gathering first hand information relevant to a study she is carrying on at Radcliffe College of the learning of social attitudes. On motion by Committeeman Wood and seconded by Committeewoman Mrs. Conant it was voted that permission be granted Mrs. Goodman to observe a kindergarten class in one of our public schools.

On motion by Committeeman Fitzgerald and seconded by Vice-Chairmna Dr. Cassidy it was voted that the Board of Election Commissioners be granted permission to use the Russell School on September 27 and 28, the Agassiz School on September 29 and 30 and the Kelley School on October 1 and 4 for night registration of voters; and also that they be allowed to use the following schools as polling places for the election on November 2, 1943:

Putnam, Thorndike, Kelley, Fletcher, Roberts, Longfellow, Willard(Webster, Morse Houghton, Agassiz, Peabody, Lowell, Russell, Haggerty, Sleeper, Ellis.

At the request of Russell E. Hoyt Post, Veterans of Foreign Wars, it was voted on motion by Vice-Chairman Dr. Cassidy and seconded by Committeeman Fitzgerald that leave of absence without loss of pay be granted to John J. Moran, Thomas J. Hughes and Matthew Mahoney, janitors in the School Department, for the purpose of attending the national convention of the Veterans of Foreign Wars to be held in New York on September 28, 29, and 30 .

On motion by Vice-Chairman Dr. Cassidy, seconded by Committeeman Dr. Duddy, it was voted to refer to the Committee on Athletics a communication from the Park Department advising that the bleachers at Russell Field were in a dangerous condition and in the event the General Superintendent of Parks is unable to obtain an appropriation or material to make necessary repairs the Park Commissioners prohibit the public from using these bleachers in the interests of safety and protection.

On motion by Committeeman Fitzgerald, seconded by Committeeman Dr. Duddy, it was voted that Troop 10, Boy Scouts of America, be granted permission to use Agassiz School Auditorium without cost on Friday evenings from 7:30 p.m. to 10:00 p.m. beginning Friday, September 24.

On motion by Committeeman Dr. Duddy and seconded by Committeewoman Miss Kelleher it was voted to refer to executive session a communication from Mrs. Francis J. Cerwin (nee Irene L Braithwaite) teacher in the Vocational School for Girls, asking for a year's leave of absence without salary.

A communication was presented from Mr Alfred Vellucci, 52 Porter Street, Cambridge asking the School Committee to make the Day-Care Classes available to children whose mothers are not employed. On motion by Committeeman Fitzgerald and seconded by Vice-Chairman Dr. Cassidy it was voted that the Superintendent confer with the Federal government to determine whether or not it is possible for children whose mothers are not working to attend the Day-Care Classes.

SUPERINTENDENT OF SCHOOLS

Communications and Reports

The Assistant Superintendent presented the resignations of Anna G. Weisblatt, teacher at the Roberts School, effective July 18, 1943, and Marion C Smith. teacher at the Roberts School, effective September 1, 1943, both of whom are to be married. On motion by Committeeman Fitzgerald, seconded by Committeeman Dr. Duddy, it was voted that the resignations be accepted and the committee's appreciation for their services to the School Department be expressed to both teachers.

The Superintendent reported the following transfers of teachers:

Margaret E. Jones, from Fletcher to Peabody, effective Sept. 21, 1943.

Helen E. Danc, from Houghton to Willard, effective Sept 21, 1943.

Joseph M. Flynn, from Agassiz to Morse, effective Sept. 13, 1943.

Zita M. Fegan, from Ellis, to Houghton, effective, Sept. 13, 1943.

George C. Mokaba, from Kelley to Houghton, effective, Sept. 13, 1943.

Anna M. Lehane, from Russell to Ellis, Sept. 20, 1943.

The Superintendent presented the following report of enrollment on the opening day of School, Sept. 13, 1943:

TOTAL ENROLLMENT IN SEPTEMBER 1942 AND 1943
(Last day of first week)

SCHOOL	1942	1943	LOSS	GAIN
High and Latin	2768	2431	337	
Rindge Technical	1532	1314	218	
Abraham Lincoln	261	233	28	
Agassiz	325	342		17
Ellis	300	262	38	
Fletcher	366	357	9	
Gannett	97	87	10	
Haggerty	250	231	19	
Houghton	648	606	42	
Kelley	356	324	32	
Longfellow	970	924	45	
Morse	467	451	16	
Peabody	460	439	21	
Putnam	317	324		7
Roberts	849	803	46	
Russell	631	584	47	
Sleeper	155	146	9	
Thorndike	435	379	56	
Webster	582	532	50	
Wellington	542	509	33	
Willard	329	303	26	
Wyman Open Air	46	40	6	
Boys' Vocational	91	92		1
Girls' Vocational	57	55	2	
Physically Handicapped Children	33	31	2	
	12,867	11,799	1,093	25

The Superintendent recommended that the following teachers be excused from reporting to their schools on September 13, the opening day of the 1943 - 1944 school year, because of illness:

Louise P. Kennedy, High and Latin
Viola M. Driscoll, High and Latin
Harriet J. Hite, High and Latin
Joseph M. Flynn, Morse
Angela A. Dalton, Roberts
Rose M. Rondeau, Americanization
Ellen H. Smith, Sewing
Julienne E. O'Keefe, Vision Class.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to adopt the Superintendent's recommendation, that the teachers listed above be excused from reporting to their schools on the opening day, Sept. 13, 1943.

On motion by Vice-Chairman Dr. Cassidy, seconded by Committeewoman Miss Kelleher it was voted to refer to the Committee on Buildings and Grounds a communication received from the Superintendent of Buildings, John J. Terry, advising that the City Manager has appointed a post war committee for the purpose of preparing post war projects to take up the slack of employment after the war and suggesting that the School Committee prepare a list of proposed improvements to school buildings and grounds.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted that permission be granted the Boy Scout Troop sponsored by the Cambridge Museum for Children to hold weekly meetings each Friday evening, from 7:00 to 9:00 p.m. in the Russell School beginning Friday, October 1. 1943.

On motion by Vice-Chairman Dr. Cassidy, and seconded by Committeeman Dr. Duddy it was voted to grant the request of the Salvation Army that they be permitted to sponsor their annual Salvation Army Appeal in the public schools.

On motion by Committeeman Fitzgerald and seconded by Miss Kelleher it was voted to refer to the Superintendent with power the matter of the Campaign for the Greater Boston United War Fund.

On motion by Committeeman Wood and seconded by Committeeman Dr. Duddy it was voted that the Peabody Parents Association be granted permission to hold meetings at the Peabody school during the coming year.

The Assistant Superintendent presented the following communication from the Boy Scouts of America relative to the harvesting of the potato crop in Aroostook County, Maine:

BOY SCOUTS OF AMERICA

Sept. 10, 1943

Mr. John M. Tobin,
School Department
Cambridge, Mass.

Dear Mr. Tobin:

Confirming our various conversations, the United States Government has urgently requested the Boy Scouts to help them harvest the potato crop in Aroostook County, Maine. With over 190,000 acres of potatoes under cultivation, there is a critical shortage of help to dig them.

The Boy Scouts of New England are being asked to furnish 2000 youngsters to go to Aroostook County for between fifteen days to three weeks, between September 15 and October 15. All arrangements have been made under the very careful supervision of the Scout authorities, all details have been thoroughly checked and leadership and care will be under experienced Scouters during the entire period. The boys will be paid $.15 a barrel, and the money will be handled through the Scouting authorities.

The cities of New England have responded well. Boston. Worcester, Springfield, Newton, etc., as well as many cities in Connecticut, Rhode Island and Maine are doing their bit. It of course means that the boys will be missing from school for from fifteen to twenty days, and that it will be necessary for teachers to take an extra assignment to help the boys catch up when they return.

Under such critical necessity, and with the strong appeal from the Government to help, it would seem important that we all do so. We have approximately 32 or 33 boys in Cambridge ready to go, and we respectfully ask the School Committee, through you, that they be given permission to be absent from school for the period necessary.

I sincerely hope that the teachers may be asked on the boys' return to help them catch up.

For your information there are enclosed the notice that has been sent to our Cambridge Scouts. plus the application blank that is to be signed by the Scout, his parents, the Scoutmaster and the School Superintendent.

Yours very truly,

Theodore L. Storer, President
Cambridge Boy Scouts

The Assistant Superintendent advised the committee that the Superintendent feels that these boys may be excused and their school work made up when they return. On motion by Committeeman Dr. Duddy and seconded by Committeeman Fitzgerald it was voted that Boy Scouts who have volunteered to harvest the potato crop at Aroostook County, Maine, and who are students in the Cambridge Public Schools, be excused from attending classes from September 15 to October 15 provided that the headmasters, acting with the Assistant Superintendent of Schools, approve the students who are to be excused. Committeeman Wood is recorded as voting no. Committeeman Wood then moved reconsideration of this vote, hoping same would prevail. Vice-Chairman Dr. Cassidy seconded the motion. The motion for reconsideration failed of adoption.

A communication was received from Harriet J. Hite, teacher at the High and Latin School requesting that she be granted a year's leave of absence with half-pay because of ill health. On motion by Committeewoman Mrs. Conant and seconded by Committeeman Fitzgerald it was voted that this communication be referred to the Superintendent for report as to whether the leave of absence as requested is Sabbatical leave of absence.

It was voted to make part of the records the following financial report:

FINANCIAL REPORT TO SEPTEMBER, 1943

	Appropriation	Expended to June 1	Expended June, July, August	Total	Balance
Administration Salaries	71,940.82	27,511.64	19,590.46	47,102.10	24,838.72
Teachers' Salaries					
Day School	1.414,961.52	583,891.01	339,615.47	923,506.48	491,455.04
Substitutes	16,000.00	10,590.00	1,627.00	12,217.00	3,783.00
Athletics	8,025.00	4,216.65	1,045.02	5,261.00	2,763.00
Evening School	11,000.00	5,169.00	....	5,169.00	5,831.00
Americanization	2,500.00	1,406.00	72.50	1,478.50	1,021.50
Teachers' Examination	1,500.00	....	15.00	15.00	1,485.00
Janitors' Salaries	130,810.00	45,725.92	37,702.63	83,428.55	47,381.45
Text Books	16,000.00	1,032.90	790.95	1,823.85	14,176.15
Supplies	29,825.00	6,970.16	2,703.02	9,673.18	20,151.82
Nursery Class Supplies	2,000.00	726.29	....	726.29	1,273.71
Tuition	1,800.00	448.21	288.27	736.48	1,063.52
Transportation of Pupils	4,400.00	1,629.50	783.50	2,413.00	1,987.00
Fuel	35,000.00	20,427.14	6,009.02	26,436.16	8,563.84
Heating At Rindge	21,000.00	15,286.97	2,145.02	17,431.99	3,568.01
Light and Power at Rindge	3,000.00	845.68	452.26	1,297.94	1,702.06
Lighting	13,000.00	5,640.02	2,340.69	7,980.71	5,019.29
Power	1,500.00	849.54	218.60	1,068.14	431.86
Janitors' Supplies	4,000.00	780.40	1.187.36	1,967.76	2.032.24
Furniture and Furnishings	3,000.00	175.15	18.20	193.35	2,806.65
Athletic Clothing	2,000.00	614.65	185.19	799.84	1,200.16
Pensions	8,586.30	3,400.28	2.147.12	5,547.40	3,038.90
Retirement Fund Contribution	6,572.25	6.572.25	....	6,572.25	....
Kindergarten Christmas Expense	90.00	....	....	....	90.00
Minors' License Refunds	30.00	6.00	4.50	10.50	19.50
General Expenses	8,600.00	2,838.91	1,273.90	4,112.81	4,487.19
Other Expenses	3,000.00	370.91	1,029.21	1,400.12	1,599.88
Repairs	25,000.00	1,992.87	5,475.16	7,468.03	17,531.97
For Audit	1,000.00	....	....	....	1,000.00
Special Athletic Bills	3,175.00	....	3,175.00	3,175.00	....
	1,849,315.89	749.118.05	429,895.05	1,179,013.10	670,302.79
Lanham Act Funds	22,129.00				
Receipts from Federal Government	8,298.00				
	$31,852.00		6,275.24	6,275.24	25,576.76

On motion by Committeewoman Mrs. Conant and seconded by Committeeman Dr. Duddy it was voted that copy of the following communication received from Timothy F. Downey, headmaster of the High and Latin School be sent to each member:

THE HIGH AND LATIN SCHOOL

CAMBRIDGE, MASS.

Sept. 17, 1943.

Mr. M. E. Fitzgerald
Superintendent of Schools
Cambridge, Mass.
Dear Mr. Fitzgerald:

In compliance with the request of the School Committee, I am submitting herewith a statement relative to the need of personnel required for the efficient functioning of the School Program during the coming year.

Five members of the teaching staff will not return for duty. The classes assigned to these teachers have through reorganization been absorbed into other divisions. We shall need no replacements. I feel very strongly, however, that the appointment of an Assistant Headmaster and a Director of Occupational Guidance and Placement are required in order to carry on the school program in an efficient manner.

The duties of Assistant Headmaster have been greatly increased within the past two years. Additional minor assignments such as lunch-room, lavatory and corridor supervisor have been made necessary by the absence of men teachers now in service. Activities in connection with the war effort have called, naturally, for expenditure of time and planning far beyond the demands of normal days. During the past year the pupils of the High and Latin School have purchased through the school almost forty thousand dollars worth of bonds and stamps. These sales and the direction of competitive effort between the classes were under the supervision of the Assistant Headmasters, and it is worthy of remark that in the Sophomore class, where the work was divided between two of the assistant headmasters, the amount of interest, as evidenced by the sales, was noticeably off by comparison with other classes. Never has there been in the history of the school a time when personal guidance was needed more than now. Present day school problems has increased in far greater proportions than any easement of supervision that might be expected from diminishing registration.

The need for a director of Occupational Guidance and Placement has been definitely established not alone by the present shortage of labor but by the best educational practice as well. A great deal of work has already been done on a voluntary and part-time basis. Contacts have been established with employers locally and in the Greater Boston area. For the present emergency and for the more difficult problems of the post war period, immediate steps should be taken to place the work on a thoroughly organized basis under the direction of experienced leadership. The State Department of Education has practically recommended such a set-up as absolutely necessary for every high school.

It will be recalled that Mr. Garrett Foley and Mr. George Olesen served most satisfactorily for a brief period in the positions now referred to. I believe that the interests of the school would be best served by the reappointment of these gentlemen to their former status.

Sincerely yours,

TIMOTHY F. DOWNEY,
Headmaster

Committeeman Fitzgerald moved that it is the consensus of opinion of the School Committee that the request and recommendation set forth in the foregoing letter from the headmaster of the High and Latin School be endorsed. Vice-Chairman Dr. Cassidy seconded the motion. On the following roll-call the motion carried: Committeeman Dr. Cassidy, Mr. Fitzgerald and Miss Kelleher voting yes; Committeeman Dr. Duddy and Mrs. Conant voting no; Mayor Corcoran and Committeeman Wood not voting. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

The following report of the Committee on Buildings and Grounds was presented:

Committee on Buildings and Grounds

Meeting of Sept. 20, 1943

PRESENT:

Mrs. Cora Butler Conant, Chairman
James F. Fitzgerald

It was voted that the Chief Custodian be authorized to make minor repairs, not to exceed $50.00 in the branch library located at the Abraham Lincoln School, said repairs being made necessary by damage caused by termites and that the custodian of the school keep both the Library Trustees and the Chief Custodian informed as to any further appearance of termites.

It was voted to recommend that the following concerns be asked what they would charge to look in to the Rindge Technical School heating system and make recommendations which will lead to economy in the heating bill:

Buerkel & Company, Boston
Minneapolis Hunnewell Reg. Co. Boston
Stone & Underhill Company Boston
Stone & Webster, Boston

It was voted to recommend that the Superintendent of Schools be asked to confer with Mr. McCabe and report whether the rooms used for the United States Government Technical Training can be somewhat less scattered as to heating zones than they now are.

It was voted to recommend that the Superintendent of Schools be asked to contact the ARP to see what part of their appropriation may be used for heating their quarters in the Rindge Technical School building. (This heat is turned on for them for twenty-four hours a day and nothing is being paid for it.)

It was voted to adjourn:

Respectfully submitted,
Committee on Buildings and Grounds

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted on the following roll-call that the report of the committee on Buildings and Grounds be accepted and the recommendations contained therein adopted: Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, and Mayor Corcoran voting yes; Committeeman Wood voting no.

On motion by Committeewoman Mrs. Conant and seconded by Committeeman Fitzgerald it was voted that a part-time gardner be engaged through the City Manager to take care of school shrubbery at once, wages to be adjusted between departments.

UNFINISHED BUSINESS

CALENDAR:

Vice-Chairman Dr. Cassidy moved adoption of the proposed amendment to the rules, as submitted at the meeting of September 7, 1943, relative to the changing of school hours. The proposed amendment was not seconded and the chair ruled that the proposed amendment was not before the committee.

AWAITING REPORT:

Conforming to a motion that he report in regard to the changing of the school hours the Assistant Superintendent submitted the following report from the Superintendent:

"The Superintendent wishes to report that he is opposed to any change in school hours. From various statements by those in authority from the U. S. Dept. of Education, the Mass. Dept. of Education and other sources beseeching the boys and girls in the high schools to remain at school and do a thorough job of preparing themselves, at least until they have reached their eighteenth birthday, it has been definitely established several times, particularly by those in charge of the armed forces, that it is their wish to have the students prepare themselves so that they may be able to function properly when they arrive at the age of eighteen. The Superintendent feels that 180 days is little enough time for the pupils to remain at school. Also the health of the children should be considered. If they work 8 hours a day after leaving school they are going to be tired and are not going to be able to prepare their lessons properly and they are going to be careless about attending to the following day's school work. Therefore at this time, the Superintendent does not feel that this change is advisable."

On motion by Committeeman Dr. Duddy and seconded by Committeeman Mr. Fitzgerald it was voted that this report be accepted.

Vice Chairman Dr. Cassidy in the chair.

On motion by Mayor Corcoran and seconded by Committeeman Dr. Duddy it was voted that when the committee convenes in executive session that the matter of changing the date of the next regular meeting be considered.

Mayor Corcoran in the chair.

On a motion submitted jointly by Vice-Chairman Dr. Cassidy and Committeeman Fitzgerald it was voted that the School Committee extend their sympathy and condolence to the parents of James Carelli, a pupil of the Rindge Technical School and a member of the varsity football team, who lost his life in an automobile accident.

On motion by Vice-Chairman Dr. Cassidy and seconded by Committeeman Dr. Duddy it was voted that the headmasters of both high schools and the Director-in-Charge of the Vocational School for Boys be granted permission to put on their bulletin boards a notice announcing His Excellency, the Governor's proclamation of "State Guard Week" for men between the ages of seventeen and fifty years..

It was voted to convene in executive session.

Mrs. Madeliene R. Allen, teacher on leave of absence from the Roberts School until Feb. 1, 1944, appeared before the committee to petition for reconsideration on her request that her leave of absence be terminated forthwith. On a motion duly made and seconded it was voted on the following roll-call that Mrs. Allen be reinstated immediately: Committeemen Dr. Cassidy, Mrs. Conant Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

The chair ruled that the question now comes on the request of Mrs. Francis J. Cerwin, (nee Irene L. Braithwaite) teacher in the Vocational School for Girls asking for a year's leave of absence without salary. The Assistant Superintendent advised the committee that this teacher, while she did marry a man in the armed services, did not advise the Superintendent of her intended marriage, and that she had not signed a written agreement covering certain contingencies as required by the regulations covering teachers who marry men in the armed services and who desire to retain their positions as teachers in the Cambridge School Department. It was voted to adopt a motion duly made and seconded that the Assistant Superintendent communicate with and point out to Mrs. Cerwin the rules which were violated by her action and instruct her to return to her duties and resume her position in the School Department on or before November 1, 1943, or resign.

It was unanimously voted to suspend the rules for the purpose of changing the date of the next regular meeting. It was then voted to adopt a motion duly made and seconded that the next regular meeting be held on Friday, October 1, 1943 at 8:00 p.m. in the School Committee offices.

It was voted to reconvene in regular session. ,

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted that the votes passed in executive session be ratified and affirmed.

On motion by Committeeman Fitzgerald and seconded by Committeewoman Mrs. Conant it was voted that the rule adopted at the meeting of October 2, 1939 "that leave of absence without loss of salary be granted employees of the Jewish Faith on the Jewish New Year and Day of Atonement. said absence to be deducted from leave allowed under the rules for personal illness" be made applicable to the rule governing sick leave now in force:

It was voted to adjourn:
ADJOURNED.

EDWARD J. O'CONNELL
Secretary of the School Committee

SCHOOL COMMITTEE (OFFICIAL REPORT)

Friday, Ocober 1, 1943

REGULAR MEETING:

Members present: Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

It was unanimously voted that the minutes of the meeting of September 20, 1943, be laid on the table.

A communication was presented from the Cambridge Chapter American National Red Cross, asking permission to use the automobile mechanic room at Rindge Technical School on October 8, 13 and 15 from 3:00 p.m. to 5:00 p.m. for the purpose of giving a course in motor mechanics and safe driving for members and prospective members of the Red Cross Motor Corps. The Superintendent recommended that if satisfactory arrangements can be made that permission as requested be granted. On motion by Committeewoman Mrs. Conant it was voted that the Superintendent's recommendation be adopted.

On motion by Vice-Chairman Dr. Cassidy and seconded by Committeeman Wood it was voted to place on file a communication from the Cambridge Taxpayers Association relative to the positions of Assistant Headmaster and Director of Guidance and Placement at the High and Latin School.

On motion by Committeewoman Mrs. Conant and seconded by Miss Kelleher it was voted to refer to the Superintendent with power a request received from the Greater Boston United War Fund (Francis T. Baldwin Cambridge chairman) that they be permitted to use a room in the Russell School Building on Thursday, October 28, for an organization meeting upon payment of janitors fees.

On motion by Committeeman Fitzgerald it was voted to refer to the Superintendent for investigation and report a communication from Alfred Vellucci, 52 Porter Street, Cambridge, advising that the Federal Food Distribution Administration, have available to all cities and towns in Massachusetts a plan whereby school children can be served a hot lunch and a bottle of milk each school day, the Federal Government to reimburse the School Department or its sponsors the sum of nine cents per hot lunch. It was further voted that a copy of this communication be sent to each member of the School Committee.

On motion by Vice-Chairman Dr. Cassidy and seconded by Dr. Duddy it was voted that before adjournment is taken the committee convene in executive session.

SUPERINTENDENT OF SCHOOLS

(Communications and Reports)

The Superintendent reported that Dorothea E. Masse, Assistant Kindergartner at the Longfellow School, has been granted military leave of absence in accordance with the rules, effective Nov. 1, 1943 for the duration of the war.

The Superintendent reported the transfer of Ethel E. Sullivan from teacher at the Russell School to teacher at the Ellis School, effective Sept. 29, 1943.

The Superintendent recommended that Florence M. Powers, seventh grade teacher at the Morse School, be appointed eighth grade teacher at the Morse School at a salary of $2138. per year, effective September 1, 1943. On the following roll-call it was voted on motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy, to approve the Superintendent's recommendation: Committeeman Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes.

On motion by Committeeman Fitzgerald and seconded by Committeean Dr. Duddy, it was voted to approve the Superintendent's recommendation that the evening schools and Americanization classes open for registration on Tuesday, October 19, 1943.

The Superintendent recommended

that the following teachers be appointed Principals of the Evening Schools:

Francis J. Carney High
Martin L. Tierney, Rindge
William M. Fraser, Elementary

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted on the following roll-call to adopt the Superintendent's recommendation that the above named teachers be appointed Principals of the Evening Schools: Committeemen Dr. Duddy, Mrs. Conant, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoron voting yes; Committeeman Dr. Cassidy not voting. A motion to reconsider this vote, hoping same would not prevail failed of adoption.

The chair ordered placed on file a communication from John W. Wood, headmaster of the Rindge Technical School relative to teacher-load.

The Assistant Superintendent advised that the Greater Boston United War Fund desired permission to distribute throughout the public schools a circular describing the work of this organization and further that they would like to have the pupils write a composition on the work of the Greater Boston United War Fund. The Assistant Superintendent recommended that they be granted permission to distribute the circular but that the writing of the composition by the pupils be eliminated. Committeeman Fitzgerald moved that the Superintendent's recommendation be adopted. Committeewoman Mrs. Conant seconded the motion. Committeeman Dr. Duddy moved to amend the motion by adding "that the use of composition idea be optional with the pupils." Committeeman Fitzgerald accepted the amendment and it was voted to adopt the motion as amended.

REPORTS OF COMMITTEES

Buildings and Grounds:

The following report of the Committee on Buildings and Grounds was presented:

Committee on Buildings and Grounds
October 1, 1943

PRESENT:
Mrs. Cora Butler Conant, Chairman
Dr. Frank E. Duddy

It was voted to recommend that the Committee on Buildings and Grounds be given full power to receive bids and award contracts in the matter of purchasing batteries for the school alarm system, exit lights, etc., at the Rindge Technical School.

It was voted to recommend that the Adams Company, who originally laid the floor of the Rindge Gym be asked to repair this floor in the Rindge Gym.

It was voted to recommend that the Kendall Boiler and Tank Company be empowered to install tubes where necessary in the boilers of the schools throughout the system.

It was voted to recommend that the laboratories and Commercial Department at the High and Latin School be equipped with suitable locks.

It was voted to recommend that the City Solicitor be instructed to proceed under the bond to look after the defective electric bell system and broadcasting apparatus in the new section of the High and Latin School.

It was voted to recommend that the matter of post war needs be laid over to the next elected School Committee with the recommendation that at the time a special committee of three be appointed to make recommendations relavent to our post war needs; and that for the present Mrs. Cora Butler Conant represent the School Committee on the Post War Committee.

It was voted to recommend that the School Committee employ Mr. H. A. Hodgdon. engineer, at a fee of $225.00 to make recommendations regarding the heating system in the Rindge Technical School and that inquiry be made from him as to what his fee will be to continue occasional supervision.

Respectfully submitted,
Committee on Buildings and Grounds.

No action was taken on a motion by Vice-Chairman Dr. Cassidy, and seconded by Committeeman Fitzgerald that this report lay on the table. It was then agreed to consider individually each recommendation contained in the report.

On the following roll call it was voted on motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Cassidy to approve the recommendation of the Committee on Buildings and Grounds that the Committee on Buildings and Grounds be given full power to receive bids and award contracts in the matter of purchasing batteries for the school alarm system, exit lights, etc., at Rindge Technical School: Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy, it was voted, on the following roll-call, to adopt the recommendation of the Committee on Buildings and Grounds that the Adams Co. who originally laid the floor of the Rindge Gym, be asked to repair the floor in the Rindge Gym: Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes. A motion to reconsider this vote hoping same would not prevail, failed of adoption.

Vice-Chairman Dr. Cassidy in the chair.

The chair stated that the question before the committee was the recommendation of the Committee on Buildings and Grounds that the Kendall Boiler and Tank Company be empowered to install tubes where necessary in the boilers of the schools throughout the system. Committeeman Dr. Duddy moved that the Kendall Boiler and Tank Company replace the tubes in boilers wherever the Chief Custodian feels they are essential. Mayor Corcoran moved to amend the motion by adding "with the approval of the Committee on Buildings and Grounds." Committeeman Dr. Duddy accepted the amendment and on the following roll-call it was voted to adopt the motion as amended: Committeemen Dr. Duddy, Mrs. Conant, Miss Kelleher, Mr. Wood, Mayor Corcoran and Vice-Chairman Dr. Cassidy voting yes; Committeeman Fitzgerald not voting. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Mayor Corcoran in the chair.

On motion by Committeeman Dr. Duddy and seconded by Committeewoman Mrs. Conant it was voted on the following roll-call to approve the recommendation of the Committee on Buildings and Grounds that the laboratories and Commercial Department at the High and Latin School be equipped with suitable locks: Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy, it was voted to adopt a recommendation of the Committee on Buildings and Grounds that the City Solicitor be instructed to proceed under the bond to look after the defective electric bell system and broadcasting apparatus in the new section of the High and Latin School.

Question came on the recommendation of the Committee on Buildings and Grounds that the matter of post-war needs be laid over to the next elected School Committee with the recommendation that at that time a special committee of three be appointed to make recommendations relavent to our post-war needs; and that for the present Mrs. Cora Butler Conant represent the School Committee on the Post War Committee. Vice-Chairman Dr. Casisdy moved to substitute, by striking out the entire recommendation of the Committee on Buildings and Grounds relative to the post war needs and inserting in place thereof the following - "The Chairman shall appoint, for this year, the present Committee on Buildings and Grounds to cooperate with the City Council Post War Committee. Committeeman Dr. Duddy seconded the motion. A motion for the previous question having prevailed it was voted to adopt Vice-Chairman Dr. Cassidy's motion.

It was unanimously agreed to lay on the table the recommendation of the Committee on Buildings and Grounds "that the School Committee employ Mr. H. A. Hodgdon, engineer, at a fee of $225.00 to make recommendation regarding the heating system in the Rindge Technical School and that inquiry be made from him as to what his fee will be to continue occasional supervision."

Special Committee: (Branch Library at Willard School)

Committeeman Wood, chairman of the special committee appointed to confer with the Library Trustees relative to the branch library at the Willard School, offered the following report:

That the janitor of the Willard School be instructed to transfer such school furniture as needs moving in the kindergarten room on each school day and to replace same under direction of the Superintendent of Schools for the purpose of improving conditions in the branch library located in that school.

On motion by Vice-Chairman Dr. Cassidy and seconded by Committeeman Dr. Duddy, it was voted that the report be accepted and the recommendations adopted.

AWAITING REPORT

Relative to the request that he report on whether it is possible for children of mothers who are not working to attend Day-Care Classes, the Assistant Superintendent advised that he had conferred with officials in charge of this program in Massachusetts and they advise that the Lanham Act was designed to aid the man-power shortage and to care only for the children of working mothers who are filling places of men in industry and therefore, a child of a mother who is not working will not be allowed to take advantage of these classes.

It was voted to refer to executive session a report from the Superintendent as to whether the request for leave of absence as received from Harriet J. Hite, teacher at the High and Latin School, is a request for sabbatical leave of absence.

NEW BUSINESS

Committeeman Wood presented the following proposed amendment to the rules which lays on the "Calendar" in accordance with the rules:

"No motion made by a member of the committee shall require seconding."

It was voted to convene into executive session.

EXECUTIVE SESSION

The Superintendent recommended that Harriet J. Hite, teacher at the High and Latin School, be granted leave of absence at half-pay. It was unanimously voted to adopt a motion duly made and seconded to suspend the rules for the purpose of acting on the Superintendent's recommendation. It was then voted on the following roll-call to adopt a motion duly made and seconded that Harriet J. Hite, teacher at the High and Latin School, be granted leave of absence with full pay for the school year effective September 1, 1943: Committeemen Dr. Cassidy Mrs. Conant, Dr. Duddy. Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

In the matter of Joseph C. Gillis, student at the Rindge Technical School, formerly of 8 Andrew Street, Cambridge and now residing at 67 Waldeck Street, Dorchester, it was voted that Joseph C. Gillis be granted permission to continue as a student at Rindge Technical School until February 1, 1944 with the provision that the father of Joseph C. Gillis pay half tuition now.

It was voted that the Superintendent bring in a report at the next meeting on the advisability of filling two positions of eighth grade teacher and one position of Master's Assistant now existing at the Fletcher School.

It was voted to place on file a communication from a family living on Gore Street, relative to their son attending our public schools.

Question came on the requests of four teachers for reimbursement of salary lost because of absence due to illness, said requests having been received in the spring of 1942 and laid on the table in executive session. On the following roll-call it was voted that Joseph A. Kozlowsky, teacher at Rindge Technical School, be reimbursed for salary deducted from Janary 5, 1942 to May 18, 1942; that Charles L. O'Connor, teacher at the Rindge Technical School, be reimbursed for salary deducted from May 7, 1942 to June 5, 1942; that James F. Manning, teacher at the Rindge Technical School, be reimbursed for salary deducted from June 1, 1942 to June 8, 1942; that Eva M. Ruggli, teacher at the High and Latin School, be reimbursed for salary deducted during the months of May and June, 1942: Committeemen Dr. Cassidy, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes; Committeewoman Mrs. Conant absent. A motion to reconsider this vote hoping same would not prevail failed of adoption.

The Assistant Superintendent asked the committee for an expression of policy with relation to instruction of students at the Cambridge Sanatorium particularly as to whether students of all ages are eligible for instruction under the School Department and if they are eligible for such instruction shall text books be supplied from individual school supplies. The Assistant Superintendent advised that it was his opinion that we permit our Hospital Teacher to instruct individuals of school age who are confined to this institution but that it should be the function of the hospital, through Occupational Therapeutics, to provide some sort of diversion for the older patients who desire to continue their education. A motion was made and seconded that this matter be referred to the Superintendent with power. An amendment to this motion, duly seconded "that the Superintendent be instructed to report back to this committee as to whether or not educational facilities of a type outlined in a communication from Gertrude B. Duffy, Supervisor of Measurements and Adjustments, can be offered to the patients which they would not ordinarily receive" failed of adoption. It was then voted to adopt the motion that this matter be referred to the Superintendent with power.

A motion was made and seconded that the School Committee instruct the Superintendent to provide the patients of the Cambridge Sanatorium with instruction by the teacher assigned to said institution for the purpost of instructing the children of school age. The chair ruled the motion out of order as the matter has been disposed of. An appeal was taken from the ruling of the chair. On the following roll-call the ruling of the chair was not sustained: Committeemen Dr. Duddy, Miss Kelleher, and Mayor Corcoran voted to sustain the ruling of the chair; Committeemen Dr. Cassidy, Mr. Fitzgerald and Mr. Wood voted not to sustain the ruling of the chair; Committeewoman Mrs. Conant absent. On the following roll-call it was voted not to adopt the motion: Committeemen Dr. Cassidy, Mr. Fitzgerald, and Mr. Wood voting yes; Committeemen Dr. Duddy, Miss Kelleher and Mayor Corcoran voting no; Committeewoman Mrs. Conant absent.

It was voted to reconvene in open session.

REGULAR SESSION

(Resumed)

On the following roll-call it was voted that the votes passed in executive session be affirmed and ratified: Committeemen Dr. Cassidy, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes; Committeewoman Mrs. Conant absent. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

It was voted to adjourn:

ADJOURNED.

EDWARD J. O'CONNELL,
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

REGULAR MEETING:

Monday, October 18, 1943

Members present: Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Committeeman Fitzgerald and seconded by Committeeman Wood it was voted to correct the minutes of the meeting of October 1, 1943, by inserting after the words, "purchasing batteries for the school alarm system" wherever they appear the words "at Rindge Technical School"; and, further, by striking the name of Committeewoman Mrs. Conant from the "yea" vote of the roll-call adopting the votes passed in executive session as appearing in the last paragraph of the minutes. It was then voted on motion by Committeeman Fitzgerald and seconded by Committeeman Wood that the minutes of the meeting of October 1, 1943 be approved as corrected.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to refer to the Superintendent a communication from Joseph G. McKenna, Headmaster's Assistant at the High and Latin School, relative to the position of Assistant Headmaster.

On motion by Committeeman Dr. Duddy and seconded by Committeeman Wood it was voted to place on file a communication from Eva M. Ruggli, teacher at the High and Latin School thanking the committee for reimbursing her for salary lost due to illness in 1942.

Vice - Chairman Dr. Cassidy in the chair.

On motion by Mayor Corcoran it was voted to place on file without being read a communication from Alfred Vellucci, 52 Porter Street, Cambridge.

Mayor Corcoran in the chair.

A communication was received from Mayor Corcoran, Honorary Chairman of the Industrial Exhibit, advising that Wednesday Afternoon, October 20 has been designated as "School Day" and inviting the members of the School Committee to attend the exhibit at 2:30 p.m. on that afternoon. It was voted on motion by Committeeman Fitzgerald, seconded by Committeeman Dr. Duddy that the communication be placed on file and that His Honor, the Mayor, be thanked for his kind invitation.

On motion by Committeeman Fitzgerald and seconded by Committeewoman Miss Kelleher it was voted to convene in executive session before adjournment is taken.

SUPERINTENDENT OF SCHOOLS

(Communications and Reports)

The Superintendent reported the death, on October 17, 1943, of Harriet J. Hite, teacher of modern languages at the High and Latin School. The Superintendent advised that Miss Hite was appointed a teacher in the Cambridge School system on October 1, 1942 and has been a faithful and loyal teacher and that her loss will be severly felt among the faculty and pupils of the High and Latin School. On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted that the School Committee's condolence be tendered Miss Hite''s next of kin.

The Superintendent reported that John F. Manning, teacher at the Rindge Technical School, has been granted military leave of absence in accordance with the rules effective October 18, 1943 for the duration of the war.

The Superintendent recommended that Miriam G. Smith, assistant kindergartner at the Thorndike School, be appointed Head Kindergartner at the Sleeper School at a salary of $1846 per annum effective October 20, 1943. This recommendation lays on the "Calendar" in accordance with the rules.

The Superintendent recommended the following transfers of teachers and on motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to approve said transfers:

Kathleen E. Conroy, from Putnam to Kelley, Asst. Kindergartner, effective October 11.

Esther B. Gilman, from Houghton, to Webster, Special Class Teacher, effective October 25.

Anne M. Casey, from Sleeper to Thorndike, Asst. Kindergartner, effective October 20.

The Superintendent presented the following list of persons who have applied for positions as teachers in the evening schools:

Irene M. Bennett
Ada M. Cahill
Ingolf V. Bockman
A. Laura Campbell
Edward F. Cassidy
John D. Creedon
William A. Edmonds
Edward L. Fitzmaurice
Ann Gallagher
John J. Gately
Walter H. Gomes
Fred P. Hahn
Virginia M. Hall
Ruth Halpern
Hugh W. Healey
John J. Healey
Agnes V. Kiely
Mary A. King
Helen Kizik
James A. MacDonald
James F. Manning
Herbert H. Marshall
Edward F. McAuliffe
Anna G. McCarthy
Mary P. McDevitt
Beatrice M. McDonald
Anne McGlinchey
Esther M. McDonald
John J. McLaughlin
Arthur W. McMurtry
John T. Mellen
Marie C. Messer
George C. Mokaba
John M. Moriarty
Catherine M. Murphy
Margaret J. Murphy
Mary Rita Murphy (1)
Mary Rita Murphy (2)
Ruth A. Murray
Gertrude Nadler
Vincent F. O'Connell
Regina M. Poremba
Joseph R. Powers
Marie E. Quinlan
Joseph L. C. Santoro
Mary E. Schuler
Helen P. Shea
Robert R. Sweeney
James J. Walsh
Katherine J. Walsh
Dorothy M. Welch
George A. Wickson
Edward F. Wiseman
Josephine Zygala
Marion S. Clark
Stella M. Davis
James L. Donohue

A communication was received from Headquarters and Service Company of the Mass. State Guard advising that Francis B. Whouley, a teacher in the Vocational School for boys, had attended the First Service Command Tactical School, at Camp Sturbridge from September 26 to October 2, 1943 and that he received an allowance of $1.00 per diem. On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted on the following roll-call that Mr. Whouley be granted leave of absence without loss of pay from Sept. 26 to October 2, 1943 and the amount received from the Mass. State Guard be deducted from his salary. Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes.

The Superintendent recommended the following text books be approved for the Cambridge Public Schools, said recommendation to lay on the "Calendar" in accordance with the rules:

Published by the MacMillan Company
Core-Vocabulary Readers. by Huber, Salisbury & Gates.

Smoky the Crow, Grade 2

Planes for Bob and Andy, Grade 3

Practice Steps in English Workbooks, Book I to VI by Blair, Neal and others

American History Workbook, by Marshall and Westley

The Superintendent recommended that the registration for War Ration Book No. 4 be conducted in the elementary schools and the Rindge Technical school on October 25, 26, and 27, 1943 from 9 a.m. to 5 p.m. and that all school sessions be suspended on the foregoing days; and, further, that the work of registration by the teachers and other school department employees be regarded in the same manner as their regular duties and in the event of absence the School Committee rules be applicable. On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to adopt the Superintendent's recommendation.

The Superintendent recommended that the sessions of the elementary schools during the winter months (from November 29 1943 to April 3, 1944- be regulated as follows:

From 9:00 a.m. to 12:00 m and

From 1:00 p.m. to 2:45 p.m.

On motion by Committeeman Dr. Duddy and seconded by Committeewoman Mrs. Conant it was voted to approve the Superintendent's recommendation.

A request was received from the Cambridge Tuberculosis and Health Association that they be granted permission to sell Christmas Seals in the schools again this year and that they further be granted permission to distribute a pamphlet describing their "Early Diagnosis Campaign" in April. The Superintendent recommended that permission as requested be granted and on motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to adopt the Superintendent's recommendation.

It was voted to make part of the records the following financial report:

FINANCIAL REPORT FOR SEPTEMBER 1943

		Appropriation	Expended to September 1	Expended during September	Total	Balance
Administration Salaries		71,940.82	47,102.10	$5,810.64	52,912.74	$19,028.08
Teachers' Salaries						
Day School		1.414,961.52	923,506.48	113,332.59	1,036,839.07	378,128.45
Substitutes		16,000.00	12,217.00	1,265.00	13.482.00	2,518.00
Athletics		8,025.00	5,261.67	238.33	5,500.00	2,525.00
Evening School		11,000.00	5,169.00	....	5,169.00	5,831.00
Americanization		2,500.00	1,478.50	....	1,478.50	1,021.50
Teachers' Examination		1,500.00	15.00	1,174.00	1,189.00	311.00
Janitors' Salaries		130,810.00	83,428.55	9,224.47	92,653.02	38,156.98
Text Books		16,000.00	1,823.85	4,929.53	6,753.38	9,246.62
Supplies		29,825.00	9,673.18	1,133.30	10,806.48	19,018.52
Nursery Class Supplies		2,000.00	726.29	....	726.29	1,273.71
Tuition		1,800.00	736.48	566.12	1,302.60	497.40
Transportation of Pupils		4,400.00	2,413.00	....	2.413.00	1,987.00
Fuel		35,000.00	26,436.16	753.42	27,189.58	7,810.42
Heating At Rindge		21,000.00	17,431.99	....	17,431.99	3,568.01
Light and Power at Rindge		3,000.00	1,297.94	200.00	1,497.94	1.502.06
Lighting		13,000.00	7,980.71	603.36	8.584.07	4,415.93
Power		1,500.00	1,068.14	52.44	1,120.58	379.42
Janitors' Supplies		4,000.00	1,967.76	641.75	2,609.51	1,390.49
Furniture and Furnishings		3,000.00	193.35	59.00	252.35	2,747.65
Athletic Clothing		2,000.00	799.84	....	799.84	1,200.16
Pensions		8,586.30	5,547.40	789.69	6,337.09	2,249.21
Retirement Fund Contribution		6,572.25	6,572.25	....	6,572.25	
Kindergarten Christmas Expense		90.00	....	....		90.00
Minors' License Refunds		30.00	10.50	....	10.50	19.50
General Expenses		8,600.00	4,112.81	699.19	4.812.00	3.788.00
Other Expenses		3,000.00	1,400.12	61.79	1,461.91	1.538.09
Repairs		25,000.00	7,468.03	3,001.41	10.469.44	14,530.56
For Audit		1,000.00	....	....		1,000.00
Special Athletic Bills		3,175.00	3,175.00	....	3,175.00	
		1,849,315.89	1,179,013.10	$144.536.03	$1,323,549.13	$525,766.76
Lanham Act Funds						
Appropriation	22,129.00					
From Federal Government	8,298.00					
Receipts 1,425.00 1,297.00	2,722.00					
		33,149.00	6,275.24	3,611.71	9,886.95	23,262.05

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to approve the Superintendent's recommendation that permission be granted to distribute posters announcing the Industrial Exhibition and to issue tickets to students for admission to this exhibition.

The Assistant Superintendent presented each member with a confidential report on the marks of the recent substitute and permanent teachers' examinations.

REPORTS OF COMMITTEES

Buildings and Grounds:
The following report of a meeting of the Committee on Buildings and Grounds, held on October 8, 1943, was presented:

Committee on Buildings and Grounds

Meeting of October 8, 1943

Present: Mrs. Cora Butler Conant,
Chairman
Dr. Frank E. Duddy

Acting under authority granted by the School Committee at a meeting held on October 1, 1943, the Committee on Buildings & Grounds awarded contract for furnishing storage batteries for the Rindge Technical School to the lowest bidder, Philco Storage Division, 31 Milk Street, Boston, at the first alternate price of $1,239.97 with an allowance of $2.39 cwt. for the batteries now in the building less acid.

It was voted to recommend that the Chief Custodian determine how much loam is needed for the grounds of the Haggerty School and see what arrangements can be made with the City Manager to have same purchased by the city and delivered and billed to the School Department.

It was voted to adjourn:

Committee on Buildings and Grounds

On motion by Committeeman Dr. Duddy and seconded by Committeewoman Mrs. Conant it was voted that the report of the Committee on Buildings and Grounds be accepted and the recommendations adopted.

The following report of the meeting of the Committee on Buildings and Grounds, held on October 18, 1943, was presented:

Committee on Buildings and Grounds

October 18, 1943.

Present: Mrs. Cora Butler Conant,
Chairman

Dr. Frank E. Duddy

James F. Fitzgerald

It was voted to recommend that a sum not to exceed $125.00 be appropriated for the purchase and installation of fourteen locks in the Commercial and Science Departments of the High and Latin School.

Having received certification from Civil Service for two positions of junior building custodians it was voted to recommend that Robert L. Killion be appointed junior building custodian at a salary of $33.83 per week, effective October 25; and that Henry A. W. Preston be appointed junior building custodian in absentia at a salary of $33.83 per week. and further, that Civil Service be requested to send a certified list of persons eligible for the position of junior building custodian at a salary of $33.83 per week to fill two vacancies.

It was voted to recommend that the floors in the basement rooms at the Haggerty and Houghton Schools which are used for the Day-Care classes be covered with linoleum at a cost of $151.20 for the Haggerty School and $142.80 for the Houghton School.

It was voted that fences be erected at the Houghton and Haggerty Schools at a cost of approximately $100.00 for each fence for the Day-Care Classes in said schools.

It was voted to recommend that the Chief Custodian be instructed to obtain bids for painting and any essential carpentry repairs at Gannett School.

It was voted to adjourn:

Committee on Buildings and Grounds

On motion by Committeeman Dr. Duddy and seconded by Committeeman Dr. Cassidy, it was voted that the Chief Custodian be instructed to cooperate insofar as conditions will allow in the matter of permitting members of the custodian force to attend funerals of members of the American Legion.

Committeeman Fitzgerald moved, (and Committeeman Wood seconded) to amend the report of the meeting of the Committee on Buildings and Grounds, held on October 18, 1943, as follows:

"That the Superintendent and Assistant Superintendent of Schools be empowered to open as recreational centers school buildings having the proper facilities and which are located centrally in the various districts throughout the city for the purpose of providing educational and recreational facilities in the evenings for the youth of our city; and, further, that the Superintendent be empowered to appoint an advisory committee to aid him in setting up and operating these centers.

On motion by Committeeman Dr. Duddy and seconded by Committeeman Fitzgerald it was voted that this amendment to the report of the Committee on Buildings and Grounds be referred to the Superintendent for recommendation at the next meeting.

It was then voted on the following roll-call to adopt a motion by Committeeman Fitzgerald and seconded by Dr. Duddy that the report of the meeting of the Committee on Buildings and Grounds held on October 18, 1943, be accepted and the recommendations adopted: Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes. A motion to reconsider this vote hoping same would not prevail, failed of adoption.

Committeewoman Miss Kelleher, chairman of the Committee on Athletics, presented the following report:

A meeting of the sub-committee on Athletics was called on October 18, 1943, at 7:00 p.m. Present: Margaret M. Kelleher, chairman: Absent, Committeeman Wood and Dr. Cassidy. The chairman, therefore, recommends that the following report be adopted:

That the following coaches, who were recommended by a previous committee at the meeting of June 21, 1943, be reappointed for the coming year:

Rindge Technical School:

Thomas J. Murphy, Basketball -- $400.00 per year

William H. Mahoney, Hockey -- $400.00 per year

Thomas F. Duffy, Track -- $300.00 per year

High and Latin School

Joseph Kozlowsky, Basketball -- $400.00 per year

Francis J. Culhane, Hockey -- $400.00 per year

Edmond J. Murphy, Track -- $300.00 per year

It is recommended that George A. Connor be appointed athletic physician for the elementary schools at a salary of $400 per year.

It is recommended that the following officials be appointed for the grammar school basketball league:

Coach - Referee

Thomas Sheehan ($125.00 per year)

Assistants (Supervisor - Doormen)

John Temple, George Mokaba ($50 for the year).

Respectfully submitted,

MARGARET M. KELLEHER,

Chairman Committee on Athletics

Committeeman Wood raised a point of order that the report submitted by Committeewoman Miss Kelleher was not a report of the Committee on

Athletics. The chair ruled that it was a personal report. A motion by Vice-Chairman Dr. Cassidy and seconded by Committeeman Wood that the report submitted by Committeewoman Miss Kelleher be laid on the table failed of adoption on the following roll-call: Committeemen Dr. Cassidy, and Mr. Wood voting yes; Committeemen Dr. Duddy, Mrs. Conant, Mr. Fitzgerald, Miss Kelleher and Mayor Corcoran voting no. It was then voted on the following roll-call to adopt a motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy that Committeewoman Miss Kelleher's report be accepted and the recommendations adopted: Committeemen Fitzgerald, Mrs. Conant, Miss Kelleher, and Mayor Corcoran voting yes; Committeemen Dr. Cassidy voting no; Committeemen Dr. Duddy and Mr. Wood not voting because, in their opinion, the report should be referred to executive session. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

UNFINISHED BUSINESS

Calendar:

Committeeman Wood was granted unanimous consent to withdraw the proposed amendment to the rules, as submitted at the meeting of October 1, 1943, that "No motion made by a member of the committee shall require seconding."

Tabled Matters:

It was voted on motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy, to take from the table the minutes of the meeting of September 20, 1943. It was voted on motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy to approve the minutes of the meeting of September 20, 1943, as copied. ,

On motion by Committeewoman Mrs. Conant and seconded by Committeeman Dr. Duddy it was voted to take from the table the recommendations submitted by the Committee on Buildings and Grounds at the meeting of October 1, 1943 "that the School Committee employ Mr. H. A. Hodgdon, engineer, at a fee of $225.00 to make recommendations regarding the heating system in the Rindge Technical School and that inquiry be made from him as to what his fee will be to continue occasional supervision." On the following roll-call it was voted on motion by Committeewoman Mrs. Conant, and seconded by Committeeman Dr. Duddy to adopt the recommendations of the Committee on Buildings and Grounds: Committeemen Dr. Duddy, Mrs. Conant, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes; Committeeman Dr. Cassidy voting no; Committeeman Fitzgerald absent. A motion to reconsider this vote hoping same would not prevail, failed of adoption.

Awaiting Report:

The Superintendent advised that he would report at a subsequent meeting on matter of the Federal Food Distribution Administration having available to all cities and towns in Massachusetts a plan whereby school children can be served a hot lunch and a bottle of milk each school day, the Federal Government to reimburse the School Department or its sponsor the sum of nine (9c) per hot lunch.

Relative to the request that he report on the advisability of filling two positions of eighth grade teachers and one position of Master's Assistant now existing at the Fletcher School, the Superintendent presented the following communication from the Master of the Fletcher School:

FLETCHER SCHOOL

Cambridge

October 15, 1943

Mr. M. E. Fitzgerald,
Supt. of Schools,
Cambridge, Mass.

Dear Mr. Fitzgerald:

I am quite satisfied with my present organization at the Fletcher School especially with regard to the position of eighth grade teachers and master's assistant.

I feel that my organization is functioning very well, and for the best interests of the school wish it to continue.

Yours very truly,

KENNETH W. GOEPPER,

Master

On motion by Committeeman Dr. Duddy and seconded by Committeewoman Miss Kelleher it was voted to accept the report relative to vacancies in the Fletcher School.

On motion by Committeewoman Mrs. Conant, and seconded by Committeeman Wood, it was voted that the Superintendent be instructed to cooperate with Dr. Stalker of the Federal Food Distribution Administration for the pupose of getting as rapidly as possible milk at the price of 2c per bottle for students in our schools.

On motion by Committeeman Wood and seconded by Vice-Chairman Dr. Cassidy it was voted that the Superintendent be requested to submit a recommendation and outline for the organization of a committee which shall aim and endeavor to prevent students from leaving school before their education is completed. This committee may consist of representatives from various public associations such as Parent-Teacher Associations, League of Women Voters, etc., and a means shall be suggsted to persuade students legally entitled to leave school to remain.

It was voted to lay on the table a motion by Vice-Chairman Dr. Cassidy, seconded by Committeeman Wood, that the Superintendent of Schools consider the advisability of sponsoring an early evening program during the fall and winter months in our school halls to be known as Father and Son and Mother and Daughter night, the purpose of which is to provide suitable programs of educational. athletic, and theatrical value to help curb delinquency and as an aid to crime prevention among the youths of our city.

It was voted on motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy to convene in executive session.

On motion duly made and seconded it was voted that the Superintendent be requested to consider the advisability of submitting a nomination for the position of teacher of Plastics, said recommendation to include the probable cost of machinery and the availability of machinery.

It was voted, on the following roll-call to suspend the rules for the purpose of taking action on the request of John M. Kirk, teacher at the Rindge Technical School, that he be granted leave of absence without loss of pay: Committeemen Dr. Cassidy, Dr. Duddy, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes; Committeemen Fitzgerald and Mrs. Conant voting no. It was then voted on the following roll-call that John M. Kirk, teacher at the Rindge Technical School be granted leave of absence without loss of pay, because of illness, for the months of October and November, 1943: Committeemen Dr. Cassidy, Dr. Duddy, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes; Committeemen Mr. Fitzgerald, and Mrs. Conant voting no. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

It was voted to reconvene in regular session.

It was voted that the votes passed in executive session be ratified and affirmed. ,

It was voted to adjourn:

EDWARD J. O'CONNELL,

Secretary of the School Committee

SCHOOL COMMITTEE
(OFFICIAL REPORT)

Friday, October 29, 1943.

SPECIAL MEETING:

Called by His Honor, the Mayor, for the purpose of transferring a sum sufficient to cover payment of salaries to four teachers who, at the meeting of October 1. 1943, were voted reimbursement of salary lost due to absence in the year 1942 because of illness.

Members present: Committeemen Dr. Duddy, Mrs. Conant, Mr. Fitzgerald, Miss Kelleher and Mayor Corcoran.

Mayor Corcoran in the chair. ,

On the following roll-call it was voted to adopt a motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy that the sum of $1,167.06 be appropriated for reimbursement of salary deducted in the year 1942 because of absence due to illness of the following teachers:

Eva M. Ruggli, teacher - High and Latin School, $157.78.

James F. Manning, teacher - Rindge Technical School, $58.00.

Charles O'Connor, teacher - Rindge Technical School, $116.00.

Joseph Kozlowsky, teacher - Physical Education, $835.28.

said sum to be provided by transfer from "Teachers' Salaries - Day Schools": Committeemen Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, and Mayor Corcoran voting yes; Committeewoman Mrs. Conant voting no. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

It was voted to adjourn:

ADJOURNED.

EDWARD J. O'CONNELL
Secretary of the School Committee

SCHOOL COMMITTEE
(OFFICIAL REPORT)

Monday, Nov. 1, 1943.

REGULAR MEETING:

Members present: Committeemen Dr. Duddy, Mrs. Conant, Mr. Fitzgerald, Miss Kelleher, and Vice-Chairman Dr. Cassidy.

Vice-Chairman Dr. Cassidy in the chair.

It was unanimously voted to lay on the table the minutes of the regular meeting of October 18, 1943 and the special meeting of October 29, 1943.

It was voted on motion by Committeeman Fitzgerald and seconded by Committeewoman Miss Kelleher to refer to the Superintendent with power a request from the Local Rationing Board that the junior and senior classes at the High and Latin School be permitted to process the new "A" Gasoline Ration Books inasmuch as their own staff will not be able to accomplish the work in time to issue the books on November 9th.

A communication was received from Abraham Cohen, custodian of the Longfellow School petitioning for retirement and pension under Chapter 32, Sec. 57 of the General Laws, because of ill health. Mr. Cohen also submitted certification from City Physician to the effect that after examination there is sufficient evidence of disability to incapacitate him from active service as custodian. On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to recommend to the proper authorities that Mr. Cohen be pensioned in accordance with the General Laws.

On motion by Committeewoman Mrs. Conant, and seconded by Committeeman Dr. Duddy, it was voted to refer to the Committee on Buildings and Grounds a communication from Norris and Company offering to sell to the School Department a Steinway Concert Grand Piano for the Rindge Auditorium.

On motion by Committeeman Fitzgerald and seconded by Committeewoman Mrs. Conant it was voted to make part of the records the following communication from the City Solicitor and the City Electrician:

CITY OF CAMBRIDGE
Law Department

October 29, 1943

Mr. Edward J. O'Connell,
Secretary of the School Committee
Cambridge, Mass.
Dear Sir:

I am enclosing copy of a letter from David J. O'Connor, the City Electrician, concerning the trouble with the electric bell and broadcasting apparatus at the new High and Latin School.

We have notified the Contractor, the Rugo Construction Company, to make good the system and have suggested that they contact Mr. O'Connor.

Yours very truly,

JOHN A. DALY,

City Solicitor

CITY OF CAMBRIDGE
Office of the City Electrician

October 26, 1943.

Mr. John A. Daly,
City Solicitor,
Cambridge, Mass.

Dear Sir:

Acceding to your request, we have examined the broadcasting apparatus and bell system mentioned in a letter to you from Edward J. O'Connell, Secretary of the School Committee.

We find the radio system is more or less unsatisfactory. However, I found a clause on Page E, 19, of the book Cambridge High School Docket 11441-F, which I marked, wherein it states that manufacturers shall guarantee all equipment against electrical and mechanical defects for a period of five (5) years, and shall maintain the system free of charge for a period of one (1) year. This radio work was done by the Chickering Piano Co.

We find the bell system was installed by the Telechron Company and seems to be working satisfactorily.

Yours very truly,

DAVID J. O'CONNOR,

City Electrician

The Superintendent presented the resignations of Dorothy M. Boland, teacher at the Children'sMuseum who has resigned effective October 24, 1943 to enter the convent; and Irene L. Braithwaite, teacher at the Vocational School for Girls, who has resigned effective November 1, 1943, to be married. On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy, it was voted that the resignations be accepted and that the School Committee's appreciation for the services they have rendered be expresed to both teachers.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to make part of the records the Superintendents report that John F. Burke, military-substitute teacher in the Rindge Technical School has been granted military leave of absence effective October 28, 1943 for the duration of the war inasmuch as he has been inducted into the armed forces.

It was voted that the Red Cross Motor Corps be granted permission to use the auto mechanics room at Rindge Technical School on Wednesday and Friday evenings, from 7:30 to 9:00 p.m. for three weeks, beginning November 12, 1943.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to lay on the table the Superintendent's recommendation that the following school calendar be adopted for the calendar year 1944:

Second Term: January 3, 1944 to February 18, 1944.

Third Term: February 28, 1944 to April 21. 1944

Fourth Term: May 1, 1944 to June 23, 1944.

First Term: September 11, 1944 to December 22, 1944.

The Superintendent recommended that the following Text Books be approved for use in the Cambridge Public Schools, this recommendation to lay on the "Calendar" in accordance with the rules:

Published by John C. Winston Co.

Practice in Essential Mathematics, by Grossnickle and Others.

The Superintendent presented a communication from Rindge Alumni Association asking that they be allowed the use of the cafeteria in the Rindge Technical School for their Annual Dinner and Meeting on November 23, 1943 from 6:00 p.m. to 10:00 p.m. and that Mr. Hoar, the concessionaire of the lunchroom, will serve the dinner. The Superintendent recommended that the permission requested be granted and on motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to approve the Superintendent's recommendation.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to make part of the records a report of the Superintendent that in the recent issuance of War Ration Book No. 4, the teachers in the Cambridge School System issued 100,455 books.

It was voted to approve the following list of additional names of applicants for positions as teachers in the evening schools:

Joseph Nissen
Grace R. Stacey
William R. Wadden
Dorothy M. York
Anthony P. Iannociello
Louise Mezzacappa
Bessie M. Higgins
Evelyn A. Heffernan

The Superintendent presented the following list of Parent-Teacher-Pupil meetings and it was voted to lay same on the table until the next meeting for assignment of speakers:

1943 FALL PARENT-TEACHER-PUPIL MEETINGS

Houghton	November 3	(Wednesday) 7:15 p.m. Mrs. Conant
Fletcher	November 4	(Thursday) 7:15 p.m. Miss Kelleher
Agassiz	November 8	(Monday) 7:30 p.m. Dr. Duddy
Girls' Vocational	November 12	(Friday) 7:15 p.m. Mr. Fitzgerald
Longfellow	November 16	(Tuesday) 7:30 p.m.
Thorndike	November 16	(Tuesday) 7:30 p.m.
Webster	November 16	(Tuesday) 7:30 p.m.
Wellington	November 16	(Tuesday) 7:30 p.m.
High and Latin	November 17	(Wednesday) 7:30 p.m.
Ellis	November 17	(Wednesday) 7:30 p.m.
Haggerty	November 17	(Wednesday) 7:30 p.m.
Putnam	November 17	(Wednesday) 7:30 p.m.
Russell	November 17	(Wednesday) 7:30 p.m.
Gannett	November 18	(Thursday) 2:30 p.m.
Kelley	November 18	(Thursday) 7:30 p.m.
Willard	November 18	(Thursday) 2:30 p.m.
Sleeper	November 23	(Tuesday) 2:30 p.m.
Abraham Lincoln	November 23	(Tuesday) 7:00 p.m.
Rindge Technical and Boys' Vocational	December 1	(Wednesday) 7:30 p.m.
Morse	December 1	(Wednesday) 7:30 p.m.
Peabody	December 7	(Tuesday) 7:30 p.m.
Roberts	December 7	(Tuesday) 7:30 p.m.

On motion by Committeeman Dr. Duddy and seconded by Committeeman Fitzgerald it was voted that the Superintendent be instructed to communicate with the masters and principals as to the desirability of having members of the School Committee address their Parent-Teacher-Pupil Meetings and to determine if they wish to continue the former practice of having some form of entertainment at these meetings.

It was voted to adopt the Superintendent's recommendation that the girls at the High and Latin School be allowed to participate in the annual Good Citizenship Contest sponsored by the Daughters of the American Revolution.

REPORTS OF COMMITTEES

Buildings and Grounds:

On motion by Committeeman Fitzgerald and seconded by Committeewoman Mrs. Conant, it was voted to accept the following report of the Committee on Buildings and Grounds and adopt the recommendations contained therein:

Committee on Buildings and Grounds
Monday, November 1, 1943

Present:

Mrs. Cora Butler Conant, Chairman

Dr. Frank E. Duddy

Your committee wishes to report that in accordance with authority granted by the School Committee to replace shades in the various schools the Committee on Buildings and Grounds has accepted the bid from the Reliable Shade and Screen Company of Cambridge at a price of $420.10 for installing shades at the Roberts School using the present metal rollers.

Respectfully submitted,

Committee on Buildings and Grounds

Committee On Athletics:

On motion by Committeeman Fitzgerald and seconded by Committeewoman Miss Kelleher it was voted on the following roll-call, to accept the report of the Committee on Athletics as set forth below and adopt the recommendations contained therein Committeemen Dr. Duddy, Mrs. Conant, Mr. Fitzgerald, Miss Kelleher, and Vice-Chairman Dr. Casidy voting yes; Committeemen Wood and Mayor Corcoran absent.

November 1, 1943

I recommend the appointment of the following officials for the Grammar School Basketball League:

Norton S. McFadden and John J. McLaughlin - Coach - Referees at $125.00 for the season.

Respectfully submitted,

MARGARET M. KELLEHER,
Chairman Committee on Athletics

UNFINISHED BUSINESS

Calendar:

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to adopt the Text Books recommended by the Superintendent at the meeting of Oct. 18, 1943.

On motion by Committeeman Fitzgerald and seconded by Committee man Dr. Duddy it was voted on the following roll-call to adopt the Superintendent's recommendation, as presented at the meeting of October 18, 1943 that "Miriam G. Smith, Assistant Kindergartner at the Thorndike School, be appointed Head Kindergartner at the Sleeper School, at a salary of $1846.00 per annum, effective October 20, 1943:" Committeemen Dr. Duddy, Mrs. Conant, Mr. Fitzgerald. Miss Kelleher and Vice-Chairman Dr. Cassidy voting yes. Committeeman Wood and Mayor Corcoran absent.

NEW BUSINESS

On motion by Committeeman Fitzgerald and seconded by Committeewoman Miss Kelleher it was voted on the following roll-call that all public schools in Cambridge be closed on Friday, November 12, .the day following Armistice Day:) Committeemen Fitzgerald, Miss Kelleher and Vice-Chairman Dr. Cassidy voting yes; Committeemen Dr. Duddy and Mrs. Conant voting no; Committeeman Wood and Mayor Corcoran absent. A motion to reconsider this vote, hoping same would not prevail, failed of adoption on the folowing roll-call: Committeemen Dr. Duddy, and Mrs. Conant voting yes; Committeemen Mr. Fitzgerald, Miss Kelleher and Vice-Chairman Dr. Cassidy voting no; Committeeman Wood and Mayor Corcoran absent.

Committeeman Fitzgerald in the chair.

It was unanimously agreed to lay on the table a motion by Vice-Chairman Dr. Cassidy that the salary of the Track Coaches at both High Schools be raised from $300.00 to $400.00 for the season.

It was unanimously agreed to lay on the table a motion by Vice-Chairman Dr. Cassidy that Winifred M. Linehan, teacher at the Agassiz School be granted 23 days leave of absence without loss of pay and without having said days deducted from her accumulated sick-leave because of a contagious illness contracted in the performance of her duties.

It was voted to adjourn:

ADJOURNED.

EDWARD J. O'CONNELL,
Secretary of the School Committee

SCHOOL COMMITTEE
(OFFICIAL REPORT)

Monday, November 15, 1943.

REGULAR MEETING:

Members present: Committeemen Dr. Duddy, Mrs. Conant, Mr. Fitzgerald, Miss Kelleher, and Vice-Chairman Dr. Cassidy.

Vice-Chairman Dr. Cassidy in the chair.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to approve as copied the minutes of the meeting of November 1, 1943.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to grant permission to the Office of Price Administration to use Room 259 at the Rindge Technical School on the evening of Tuesday, November 23 for the purpose of holding a meeting of tire inspectors.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to place on file a communication from the Office of Price Administration thanking the Committee for the assistance rendered by the teachers and pupils of the High and Latin School in processing the "A" gasoline ration books.

It was voted to make part of the records the following communication relative to the retirement of Abraham Cohen, custodian of the Longfellow School:

November 5, 1943

Mr. John McKenzie
City Auditor
Cambridge, Mass.

Dear Sir:

I hereby notify you I have approved the pension application of Abraham Cohen, custodian in the Cambridge School Department, under the provisions of Chapter 32, Section 57 of the General Laws.

Mr. Cohen, who is a World War Veteran, has been employed in the School Department since December 1932. He is now incapacitated for further service, as certified by Dr. P. J. Fleming, City Physician.

Retirement to be effective at the close of business on November 10, 1943.

Very truly yours,

JOHN B. ATKINSON,

City Manager

SUPERINTENDENT OF SCHOOLS

(Reports and Recommendations)

The Superintendent presented the resignation of Anne M. Casey, assistant kindergartner at the Thorndike School, effective Nov. 23, 1943. On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to accept the resignation.

The Superintendent recommended the transfer of Hallette S. Conant, from Assistant Kindergartner at the Haggerty School to Assistant Kindergartner at the Thorndike School effective Nov. 29, 1943.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to approve a recommendation of the Superintendent that the Girls' Vocational School be permitted to change their Parent-Teacher-Pupil meeting from Nov. 12 to Nov. 22.

The Superintendent recommended that the Cambridge Salvage Committee be granted permission to distribute in the schools a circular relative to the forthcoming waste paper collection drive. On motion by Committeewoman Mrs. Conant, and seconded by Committeeman Dr. Duddy it was voted that the Superintendent be granted full power to act in this matter.

The Superintendent recommended the following transfers of appropriations:

From: Teachers' Salaries-Day Schools

To: Teachers' Salaries- Substitutes

$2,500.00

From Janitors' Salaries

To Pensions (to provide for the pension of Abraham Cohen) who was retired as of Nov. 11) $166.96

On motion by Committeewoman Mrs. Conant, and seconded by Committeeman Dr. Duddy it was voted on the following roll-call that the transfers of appropriations as recommended be approved: Committeemen Dr. Duddy, Mrs. Conant, Mr. Fitzgerald, Miss Kelleher and Vice-Chairman Dr. Cassidy voting yes. Committeeman Wood and Mayor Corcoran absent.

The Superintendent presented a communication from the Cambridge Fire Department relative to the combustibility of the stage curtain at the Longfellow School. On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted that the communication be referred to the Committee on Buildings and Grounds.

The Assistant Superintendent advised the Committee that the Department of Education has notifed the School Department that the offer on the Child Care Project terminates on December 31, 1943. On motion by Committeewoman Mrs. Conant, it was voted on the following roll-call that the Cambridge School Committee be recorded as favorable to the continuance, after January 1, 1944 of the Child Care Project No. Mass. 19-M-8 (Lanham): Committeemen Dr. Duddy, Mrs. Conant, and Vice-Chairman Dr. Cassidy voting yes; Committeeman Fitzgerald voting no; Committeewoman Miss Kelleher not voting; Committeemen Wood and Mayor Corcoran absent.

The Assistant Superintendent presented a communication from the Registry of Motor Vehicles asking permission to present their safety educational program in the Cambridge Public Schools. On motion by Committeeman Fitzgerald and seconded by Committeewoman Mrs. Conant it was

voted that this matter be referred to the Superintendent with power.

The Superintendent recommended that the folowing Text Books be approved for use in the Cambridge Public Schools, said recommendation to lay on the "Calendar" in accordance with the rules:

Published By Little Brown & Co.

Your English, Book One and Two, by Carter and Hunter.

It was voted to make part of the records the following Financial Report:

		Appropriation	Expended to September 30	Expended during October	Total	Balance
Administration Salaries		71,940.82	52,912.74	$5,810.64	58,723.38	$13.217.44
Teachers' Salaries						
Day School		$1,413,794.46	1,036,839.07	114,571.21	1,151.410.28	262.384.18
Substitutes		16,000.00	13.482.00	1,624.50	15.106.50	893.50
Athletics		8,025.00	5,500.00	238.33	5,738.33	2,286.67
Evening School		11,000.00	5,169.00	....	5.169.00	5.831.00
Americanization		2,500.00	1,478.50	....	1,478.50	1,021.50
Teachers' Examination		1,500.00	1,189.00	....	1.189.00	311.00
Janitors' Salaries		130,810.00	92,653.02	9.213.58	101,866.60	28,943.40
Text Books		16,000.00	6,753.38	5,430.75	12,184.13	3,815.87
Supplies		29,825.00	10,806.48	5,752.55	16.559.03	13,265.97
Nursery Class Supplies		2,000.00	726.29	....	726.29	1.273.71
Tuition		1,800.00	1,302.60	206.60	1,509.20	290.80
Transportation of Pupils		4,400.00	2.413.00	233.00	2.646.00	1,754.00
Fuel		35,000.00	27,189.58	321.91	27.511.49	7,488.51
Heating At Rindge		21,000.00	17,431.99	....	17,431.99	3,568.01
Light and Power at Rindge		3,000.00	1,497.94	165.53	1,663.47	1.336.53
Lighting		13,000.00	8.584.07	445.50	9,029.57	3,970.43
Power		1,500.00	1,120.58	4.07	1,124.65	375.35
Janitors' Supplies		4,000.00	2,609.51	590.48	3.199.99	800.01
Furniture and Furnishings		3,000.00	252.35	567.99	820.34	2,179.66
Athletic Clothing		2,000.00	799.84	164.50	964.34	1,035.66
Pensions		8,586.30	6,337.09	678.70	7.015.79	1,570.51
Retirement Fund Contribution		6,572.25	6.572.25	....	6,572.25	....
Kindergarten Christmas Expense		90.00		....	....	90.00
Minors' License Refunds		30.00	10.50	2.25	12.75	17.25
General Expenses		8,600.00	4,812.00	967.77	5,779.77	2.820.23
Other Expenses		3,000.00	1,461.91	143.84	1,605.75	1,394.25
Repairs		25,000.00	10.469.44	9,416.85	19,886.29	5.113.71
For Audit		1,000.00		....	....	1,000.00
Special Athletic Bills		3,175.00	3,175.00	....	3,175.00	....
Refund on Salary Deductions 1942		1,167.06	....	....		1.167.06
		$1.849,315.89	$1,323,549.13	156,550.55	$1,480,099.68	369,216.11
Lanham Act Funds						
Appropriations	$22,129.00					
From Federal Gov't	8,298.00					
From Federal Gov't	6.348.00					
Receipts	3,769.00					
		$40,544.00	9,886.05	[illegible]	[illegible]	[illegible]

REPORTS OF COMMITTEES

Buildings and Grounds:

On the following roll-call it was voted on motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy, to accept the report of the Committee on Buildings and Grounds as set forth below and adopt the recommendations contained therein: Committeemen Dr. Duddy, Mrs. Conant, Mr. Fitzgerald, Miss Kelleher and Vice-Chairman Dr. Cassidy voting yes; Committeeman Wood and Mayor Corcoran absent.

Committee On Buildings and Grounds

November 15, 1943

Present:
Mrs. Cora Butler Conant, Chairman
James F. Fitzgerald
Dr. Frank E. Duddy

It was voted, in the matter of leaks in the new section of the High and Latin School that before the situation becomes more serious and greater damage is done to the building that the School Committee request the Superintendent of Buildings, Mr. Terry, to submit specifications for this work in accordance with the plans sent to our Mr. Fitzgerald on October 24, so that we may be able to obtain prices as soon as possible and proceed with necessary repairs.

It was voted to recommend that a letter be authorized to go to Mr. Terry (copy to Mr. Mansfield) and ask him if in his opinion the leaks in the new section of the High and Latin School are a failure to live up to specifications as originally drawn up or whether said leaks are due to some other reason.

It was voted to recommend that David Barry, 46 Madison Avenue, Cambridge, the only name appearing on the certified Civil Service List, be appointed junior building custodian at a salary of $33.83 per week.

It was voted to recommend that the Chief Custodian be empowered to make provisional appointment of three junior building custodian until a Civil Service list has been established.

It was voted to recommend that subject to the approval of the City Manager and the Director of Civil Service that Peter Crawley be transferred from junior building custodian in the Building Department to junior building custodian in the School Department at a salary of $33.83 per week.

It was voted to adjourn:

Respectfully submitted,

MRS. CORA BUTLER CONANT
Chairman

UNFINISHED BUSINESS

Calendar:

On motion by Committeeman Fitzgerald and seconded by Committeewoman Mrs. Conant it was voted to approve the text books recommended by the Superintendent at the meeting of November 1, 1943.

Tabled Matters:

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to take from the table the minutes of the regular meeting held on October 18, 1943 and the special meeting held on October 29, 1943. On motion by Committeeman Fitzgerald, seconded by Committeeman Dr. Duddy, it was voted to adopt the minutes of these meetings as copied.

On motion by Committeeman Fitzgerald, seconded by Committeeman Dr. Duddy, it was voted to take from the table the school calendar for the calendar year 1944. On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to adopt the school calendar for the year 1944 as follows:

Second Term: January 3, 1944, to February 18, 1944.

Third Term: February 28, 1944 to April 21, 1944.

Fourth Term: May 1, 1944 to June 23, 1944.

First Term: September 11, 1944 to December 22, 1944.

On motion by Committeeman Fitzgerald it was voted to take from the table the list of Parent-Teacher-Pupil meetings. Speakers were assigned to represent the school committee at these Parent-Teacher-Pupil meetings as follows:

Houghton	November 3	(Wed.) 7:15 p.m.	Mrs. Conant
Fletcher	November 4	(Thurs.) 7:15 p.m.	Miss Kelleher
Agassiz	November 8	(Mon.) 7:30 p.m.	Dr. Duddy
Longfellow	November 16	(Tues.) 7:30 p.m.	Dr. Cassidy
Thorndike	November 16	(Tues.) 7:30 p.m.	Mr. Wood
Webster	November 16	(Tues.) 7:30 p.m.	Mrs. Conant
Wellington	November 16	(Tues.) 7:30 p.m.	Mr. Fitzgerald
High and Latin	November 17	(Wed.) 7:30 p.m.	Miss Kelleher
Ellis	November 17	(Wed.) 7:30 p.m.	
Haggerty	November 17	(Wed.) 7:30 p.m.	
Putnam	November 17	(Wed.) 7:30 p.m.	Mr. Fitzgerald
Russell	November 17	(Wed.) 7:30 p.m.	Miss Kelleher
Gannett	November 18	(Thurs.) 2:30 p.m.	Dr. Cassidy
Kelley	November 18	(Thurs.) 7:30 p.m.	Mr. Fitzgerald
Willard	November 18	(Thurs.) 2:30 p.m.	Mrs. Conant
Girls' Vocational	November 22	(Mon.) 7:30 p.m.	Mr. Fitzgerald
Sleeper	November 23	(Tues.) 2:30 p.m.	Mrs. Conant
Abraham Lincoln	November 23	(Tues.) 7:30 p.m.	Dr. Cassidy
Rindge Technical and Boys' Vocational	December 1	(Wed.) 7:30 p.m.	Mr. Wood
Morse	December 1	(Wed.) 7:30 p.m.	Miss Kelleher
Peabody	December 7	(Tues.) 7:30 p.m.	Dr. Duddy
Roberts	December 7	(Tues.) 7:30 p.m.	Miss Kelleher

Committeeman Fitzgerald in the chair.

On motion by Vice-Chairman Dr. Cassidy, seconded by Committeeman Dr. Duddy, it was voted to take from the table the motion " that the salary of the track coaches at both high schools be raised from $300 to $400 for the season". Vice-Chairman Dr. Cassidy moved adoption of the motion. After debate Vice-Chairman Dr. Cassidy was given unanimous consent to withdraw the motion for adoption and it was voted on motion by Committeewoman Miss Kelleher seconded by Committeeman Fitzgerald to lay the motion on the table for further study.

On motion by Vice-Chairman Dr. Cassidy it was voted to take from the table the motion "that Winifred M. Linehan, teacher at the Agassiz School be granted 23 days leave of absence without loss of pay and without having said days deducted from her accumulated sick leave because of a contagious illness contracted in the performance of her duties." Vice - Chairman Dr. Cassidy moved adoption of the motion. At the conclusion of the debate Dr. Cassidy was granted unanimous consent to withdraw his motion for adoption and it was voted to adopt a motion by Vice-Chairman Dr. Cassidy that the matter be laid on the table and the Superintendent of Schools furnish the School Committee with whatever evidence is available relative to the statement of Miss Linehan.

Complying with the motion that he report on the matter of the Federal Food Distribution Administration having available a plan whereby school children can be served a hot lunch and a bottle of milk and the Federal Government to reimburse the School Department or its sponsor the sum of nine (9c) per hot lunch, the Superintendent reported that contact has been made with officials in charge of this program and while the School Department is eligible and we have made application there is considerable doubt as to whether this plan can be put in operation because of a serious milk shortage. On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to accept this report.

It was voted to adjourn: ,

ADOURNED.

EDWARD J. O'CONNELL
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, December 6, 1943

REGULAR MEETING:

Members present: Committeemen Dr. Cassidy. Mrs. Conant. Dr. Duddy. Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was unanimously voted to suspend the rules for the purpose of allowing Captain F. G. Foley. of the Recruiting and Induction Headquarters, First Service Command, to address the committee relative to his request that he be permitted to attend the assembly of the High and Latin and Rindge Technical Schools for the purpose of instructing the 17-year old boys on the procedure to follow in applying for aviation cadet training when they become 18 years of age by joining the Reservists sometime before they are eighteen yars of age. At the conclusion of Captain Foley's remarks it was voted on motion by Committeeman Dr. Duddy and seconded by Committeeman Fitzgerald that the request of the First Service Command be granted.

It was voted to approve the minutes of the meeting of November 15, 1943 as copied.

A communication was presented from the Division of Health and Social Services of the Civilian Defense Committee setting forth a vote of their division.

"That especially in the Roberts and Houghton School districts the School Committee be requested to make available immediately extended school services as provided by the Lanham Act."

On motion by Committeewoman Mrs. Conant and seconded by Committeeman Dr. Duddy it was voted that the School Committee be recorded as making application for extended school service, particularly at the Roberts and Houghton Schools, as provided under the Lanham Act.

A communication was received from the Cambridge Teachers' Club asking permission to use the gymnasium at the Rindge Technical School to hold their annual Christmas Party on December 15, 1943 from 8:00 p.m. to 11:30 p.m., and all fees for janitor services to be paid by the Cambridge Teachers Club. It was unanimously voted to suspend the rules for the purpose of acting on this request. On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted that permission as requested be granted.

On motion by Committeeman Wood and seconded by Vice-Chairman Dr. Cassidy it was voted to place on file a communication from Postmaster Patrick J. Connelly inquiring if the School Committee would grant an opportunity to any high school boys desiring to assist in the handling of the Christmas mails to be released not later than December 17.

The rules were unanimously suspended for the purpose of acting on a request of Rev. Anthony Baltrushunas, chairman of Troop 45, Boy Scouts, that they be allowed to use the Roberts School Gym, for indoor recreation of an athletic nature on Thursday of each week from 7 to 8:30 p.m. at no charge. On motion by Committeeman Fitzgerald and seconded by Committeewoman Miss Kelleher it was voted that the permission requested be granted.

A communication was received from Mrs. Catherine F. McAvoy, matron in the High and Latin School, advising that her services as matron in the School Department, will terminate on January 18, 1944 according to the Cambridge Retirement Board, and asking that she be continued in employment for a period of one year from January 18, 1944, in accordance with Chapter 452 of the Acts of 1931. On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted that Mrs. McAvoy's request be referred to the City Council for action with the recommendation that same be granted.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted that the Rindge Technical School Senior Class be granted permission to use the gymnasium at Rindge Technical School for a class dance upon payment of janitors' fees.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to make part of the records the following communication from the City Council relative to transfers of appropriations:

IN CITY COUNCIL

November 22. 1943.

ORDERED:

That in addition to the amounts previously appropriated the sum of twenty-six hundred sixty-six dollars ninety-six cents ($2666.96) be and the same hereby is appropriated to the School Department as follows:

TO: Teachers Salaries-Substitutes	$2,500.00

Said sum to be provided by transfer from Teachers' Salaries-Day Schools

TO: Pensions,	$166.96

Said sum to be provided by transfer from Janitors' Salaries

In City Council, November 29, 1943.
Adopted by a yea and nay vote -
Yeas 9; Nays 0; Absent 0.
Attest:- Frederick H. Burke,
City Clerk.

A true copy,
Attest:- Frederick H. Burke,
City Clerk.

On motion by Committeeman Fitzgerald and seconded by Committeewoman Miss Kelleher it was voted that Mary B. O'Brien, teacher at the High and Latin School, be granted leave of absence, at her own request without stipend from November 29, 1943 to February 1, 1944.

It was voted to make part of the records the following communication from the Department of Education:

Commonwealth of Massachusetts
Department of Education

November 24, 1943.

School Committee
Cambridge, Mass.
Gentlemen:

May I acknowledge receipt of your letter of Nov. 23.

It is being made a matter of record in this office that the Cambridge School Committee has voted favorably upon the continuance of the Cambridge program of Extended School Services (Project No. Mass. 19-M-8).

With every appreciation, I am,

Very sincerely yours,

E. EVERETT CLARK

A motion to reconsider the vote granting Mary B. OBrien, leave of absence, hoping same would not prevail, failed of adoption.

The Boston Herald requested that both high schools be again granted permission to participate in the Annual Herald Spelling Bee in 1944. Committeeman Fitzgerald moved and Committeeman Dr. Duddy seconded the motion, that the matter be referred to the Assistant Superintendent with power. During debate Committeeman Fitzgerald was granted unanimous consent to withdraw his motion. A motion by Committeeman Wood that permission as requested be granted, was not seconded and it was then voted on motion by Committeeman Fitzgerald, and seconded by Committeeman Dr. Duddy, that the matter be referred to the Assistant Superintendent with full power to carry out the request of the Boston Herald.

On motion by Committeeman Fitzgerald seconded by Committeeman Dr. Duddy it was voted to make part of the records the following communication from the City Solicitor relative to the School Department budget:

CITY OF CAMBRIDGE
LAW DEPARTMENT

November 15, 1943.

School Committee
Cambridge, Mass.
Gentlemen:

Confirming our telephone conversation, the Special Act relative to the School Budget of Cambridge, being Chapter 182 of the Acts of 1938, has been repealed. This repeal was by Chapter 277 of the Acts of 1943 and took effect on November First of this year.

Consequently, from now on the School Budget will be treated as in other ctiies under the General Laws and under the Charter will go through the City Manager to the City Council.

JOHN A. DALY,
City Solicitor

SUPERINTENDENT OF SCHOOLS

(Reports and Recommendations)

The Superintendent reported the resignation of Rose J. Keane, Assistant Kindergartner at the Abraham Lincoln School, effective January 1, 1944. On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to accept the resignation.

The Superintendent reported the marriage of Rhea E. Webb, teacher at the Kelley School, on November 20, 1943, to John W. Perry, a member of the armed forces. Mrs. Perry will continue in her present position in accordance with the rules and her name will appear on our records as Thea E. Perry.

The Assistant Superintendent recommended that the City Manager be requested to recommend to the City Council the following transfers of School Department appropriations:

TO:

Heating at Rindge Tech	$6500.00
Lighting	700.00
Power	150.00
Repairs	3475.00
Furniture and Furnishings	4000.00

FROM:

Teachers' Salaries-Day Schools	- $14,825.00

TO:

Pensions	$63.55

FROM:

Janitors' Salaries	$63.55

On the following roll-call it was voted, on motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy to adopt the Assistant Superintendent's recommendation: Committeemen Dr. Duddy, Mrs. Conant, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes; Vice-Chairman Dr. Cassidy voting no. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

The Superintendent recommended that the following text books be approved for use in the Cambridge Public Schools, this recommendation to lay on the table in accordance with the rules:

Published By American Book Co.
The Science and Art of Homemaking, by Cauley.
Published by Ginn & Company
World at War, by Bradley
Introductory Business Training, by Brewer and others
English at Command, by Hersberg.

On motion by Committeeman Dr. Duddy and seconded by Committeewoman Miss Kelleher it was voted on the following roll-call to approve the Assistant Superintendent's recommendation that the Cambridge Chapter of American Red Cross be granted permission to show two moving pictures in the Cambridge Public Schools, entitled "Hand In Hand" and "Marching With Old Glory": Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Miss

Kelleher and Mayor Corcoran voting yes; Committeemen Fitzgerald and Wood voting no.

REPORTS OF COMMITTEES

Committee On Buildings and Grounds

On the following roll-call it was voted, on motion by Committeeman Fitzgerald and seconded by Committeewoman Mrs. Conant, to accept the report of the Committee on Buildings and Grounds as set forth below and adopt the recommendations contained therein: Committeemen Dr. Duddy, Mrs. Conant, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes; Vice-Chairman Dr. Cassidy voting no. A motion to reconsider this vote, hoping same would not prevail, failed of adoption. Vice-Chairman Dr. Cassidy is recorded as voting "yes" on the motion for reconsideration.

Committee On Buildings and Grounds

Monday, Dec. 6, 1943

Present:

Mrs. Cora Butler Conant
Dr. Frank E. Duddy
James F. Fitzgerald

It was voted to recommend acceptance of the bid of, and awarding of contract to, Kendall Boiler and Tank Company, 275 Third Stret, Cambridge, for repairing boilers at the Kelley School at a price of $525.00 and repairing boilers at Houghton School at a prce of $515.00, a total cost of $1040.00.

It was voted to recommend that the sum of $3500.00 be appropriated to repairs, said sum to be transferred from items yet unknown.

It was voted to recommend that the Committee on Buildings and Grounds be granted authority to expend a sum not to exceed $1000.00 for the purchase of a piano for the auditorium of the Rindge Technical School, said sum to be appropriated to Furniture and Furnishings and provided by transfer from items yet unknown.

Your committee wishes to report the retirement, after thirty-two years of service, of Mrs. Margaret Duffy, janitress at the Gannett School, effective December 1, 1943 and we recommend that Miss Duffy be retired in accordance with Section 44, Chapter 32, G. L., as amended by Chapter 22, Acts of 1936; and, it is further recommended that a suitable letter of appreciation be sent to Mrs. Duffy for her long years of faithful service to the Cambridge School Department.

The Chief Custodian has called to our attention the death of John J. Roach, former Superintendent of the School Buildings and Grounds. The Committee on Buildings and Grounds recommends that a suitable letter of condolence be sent to Mr. Roach's nearest of kin.

It was voted to adjourn.

ADJOURNED:

MRS. CORA BUTLER CONANT,
Chairman

Committee on Buildings and Grounds

Committee on Athletics:

Committeewoman Miss Kelleher, chairman of the Committee on Athletics reported that she had received a communication from the Director of High School Athletics, Leander A. MacDonald, advising that he was in receipt of a recommendation from the Headmaster of the Rindge Technical School and the Director of Physical Education to the effect that a person should be assigned to the locker room of the Rindge gymnasium during the basketball and track season from 2:15 to around 5:30 p.m. in order to safeguard school property and Mr. MacDonald further advised the Committee that he was in complete accord with the recommendation. It was voted on motion by Committeeman Dr. Duddy and seconded by Committeewoman Mrs. Conant that this matter be referred to the Committee on Athletics with power. It was further voted on motion by Committeeman Dr. Duddy and seconded by Committeeman Fitzgerald to refer to the Committee on Athletics the matter of dental work required by reason of an accident in a football game to a member of the Rindge Technical School Football squad.

UNFINISHED BUSINESS

Calendar.

On motion by Committeeman Fitzgerald it was voted to adopt the Text Books recommended by the Superintendent at the meeting of November 15, 1943.

Tabled Matters:

Relative to the motion that he consider the advisability of sponsoring programs during the winter months in the school halls to provide the youth of our city with suitable educational, athletic and theatrical facilities to aid in curbing delinquency, the Assistant Superintendent advised that he had conferred with Mr. Stephen Mahoney, City Supervisor of Recreation, who stated that at present his department has under advisement a plan whereby if the School Committee will provide quarters in the school houses the Recreation Department will provide suitable supervision and instruction to carry out such a program as outlined in the aforesaid motion and that rather than overlap whatever program the Recreation Department has in mind the School Department should do nothing at the present time along these lines. The Assistant Superintendent requested that all motions relating to this subject be allowed to remain on the table for the present. The committee unanimously agreed to this request.

On the following roll-call it was voted not to take from the table the motion relating to track coaches salary: Committeemen Dr. Cassidy and Wood voting yes; Committeemen Dr. Duddy, Mrs. Conant, Mr. Fitzgerald, Miss Kelleher and Mayor Corcoran voting no.

On motion by Vice-Chairman Dr. Cassidy and seconded by Committeeman Wood it was voted to take from the table the motion "that Winifred M. Linehan, teacher at the Agassiz School be granted 23 days leave of absence without loss of pay and without having said days deducted from her accumulated sick-leave, because of a contagious illness contracted in the performance of her duties, and the Superintendent shall furnish all available evidence relative to Miss Linehan's claim." The Assistant Superintendent advised that he had talked with Miss Linehan who stated that at the time in question there were eight cases of scarlet fever in her classroom and that she contracted this illness which caused her absence for twenty-three days. She also stated that her physician was of the opinion that her illness was due to close contact with her pupils who were suffering from this disease. A motion by Vice-Chairman Dr. Cassidy, seconded by Committeeman Dr. Duddy that this matter be referred to executive session failed of adoption on the following roll-call: Committeemen Dr. Cassidy, and Dr. Duddy voting yes; Committeemen Fitzgerald, Mrs. Conant, Miss Kelleher, Mr. Wood and Mayor Corcoran voting no. The chair ruled that no further action can be taken in this matter unless the rules regulating sick leave are suspended. Committeeman Wood moved suspension of the rules for the purpose of considering and acting upon the motion. The chair did not entertain the motion because it was not seconded.

Awaiting Report:

Relative to the motion that the Superintendent submit a recommendation and outline for the organization of a committee whose aim and endeavor shall be to prevent students from leaving school before their education is completed, the Assistant Superintendent stated that he had talked to the headmasters of both high schools and they advise that the procedure in the case of a student leaving school is to have the dean or assistant headmaster talk to the student and point out the lack of foresight in leaving school. If the student persists in his intention the parents are asked to come to the school and talk the matter over. In some cases the clergy is asked to talk to the boy or girl. The Assistant Superintendent advised that it is his opinion that this type of problem should be taken care of in the school. On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to accept the Assistant Superintendent's report.

NEW BUSINESS

On motion by Committeeman Fitzgerald and seconded by Committeeman Wood it was voted that the newly elected members of the School Committee be invited to attend the next regular meeting of the School Committee.

On motion by Committeewoman Mrs. Conant, and seconded by Committeeman Dr. Duddy it was voted to refer to the Assistant Superintendent of Schools the matter of absenteeism in the High and Latin School with the request that he report at the next meeting as to whether it would be wise to have the same hours for the high schools as are in effect in the elementary schools at the present time.

On motion by Committeeman Wood and seconded by Committeewoman Mrs. Conant it was voted that a committee of two members of the School Committee be appointed to draw suitable resolutions in relation to the retirement of certain members of the School Committee with power to provide suitable memorials. The chair appointed Committeemen Wood and Miss Kelleher.

Committeeman Wood moved that the motion relating to the case of Winifred Linehan and the matter of salary adjustment for Lillian Hartigan, teacher at the High and Latin School, be referred to executive session. The chair ruled the motion out of order on the grounds that the motion relating to Miss Linehan has already been acted on and cannot be again presented at this meeting.

On motion by Vice-Chairman Dr. Cassidy it was voted that the matter of salary adjustment of Lillian Hartigan, teacher at the High and Latin School, be considered in executive session.

It was voted to convene in executive session.

The chair ruled that the matter of Miss Hartigan's salary has been previously voted on and further, that as the deduction in salary was made in 1942 the School Committee cannot legally reimburse her now.

It was voted to reconvene in open session.

It was voted to adjourn:

ADJOURNED:

EDWARD J. O'CONNELL
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, December 20, 1943

REGULAR MEETING:

Present: Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

The secretary requested that the minutes of the meeting of December 6, 1943, be corrected by striking therefrom the motion recommending the continuance in employment for a period of one year from January 18, 1944 of Mrs. Catherine F. McAvoy, a matron at the High and Latin School, as the City Auditor has advised that her retirement will not become effective until 1944 and this School Committee cannot legally continue her in employment. On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to correct the minutes of the meeting of December 6, 1943 by deleting the motion recommending that the City Council continue Mrs. McAvoy in employment for one year. It was then voted on motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy that the minutes of the meeting of December 6, 1943 be approved as corrected.

It was voted to place on file a letter from Richard M. Gummere, newly-elected member of the School Committee, thanking the present School Committee for their invitation to be present at this meeting.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to spread on the records the following communication from the Board of Election Commissioners:

Board of Election Commissioners

Cambridge, Mass.

December 4, 1943.

Mr. Edward J. O'Connell
Secretary, School Committee
Cambridge, Mass.

Dear Sir:

As a result of the balloting at the City Election held on Nov. 2, 1943 the following persons appear to have been elected members of the School Committee for two year terms from the first Monday in January, 1944:

Cora Butler Conant, 8 Ellsworth Avenue.
John J. Foley, 20 Rindge Avenue.
Richard M. Gummere, 984 Memorial Drive.
Margaret M. Kelleher, 29 Fayette Street.
Robert J. Reardon, 109 Antrim Street.
Russell A. Wood, 11 Whittier Street.

Cambridge Election Commission.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr Duddy, it was voted to make part of the records the following communication from the City Council:

IN CITY COUNCIL

December 13, 1943

ORDERED:

That in addition to the amounts previously appropriated the sum of fourteen thousand. eight hundred eighty-eight dollars fifty-five cents ($14.888.55) be and the same hereby is appropriated to the School Department as follows:

TO:

Heating at Rindge Tech	$6,500.00
Lighting	700.00
Power	150.00
Repairs	3.475.00
Furniture and Furnishings	4,000.00

Said sums to be provided by transfers from Teachers' Salaries-Day-Schools

TO:

Pensions (for Margaret Duffy)	63.55

Said sum to be provided by transfer from Janitors' Salaries.

In City Council, December 13, 1943

Adopted by a yea and nay vote - Yeas 7; Nays 0; Absent 2.

Attest:- Frederick H. Burke,
City Clerk.

A true copy,
Attest:- Frederick H. Burke,
City Clerk.

Vice-Chairman Dr. Cassidy in the chair.

On motion by Mayor Corcoran it was voted to make part of the records the following communication and report from Patrick J. Moynihan, C.P.A.

December 20, 1943

City of Cambridge
School Committee
Cambridge, Mass.

Gentlemen:

The enclosed report brings the audit of your school committee records up to and including June 30, 1943, ten months of the fiscal year under review. This report was completed some months ago, but was withheld from filing because of the litigation surrounding the proposed payment for the services rendered. Now that the litigation has been ended the bill is being filed for approval with the report.

The audit for the two months of July and August was also held up pending outcome of the legislation. It is proposed to begin this work immediately. It will be completed by the fiscal end of the year. that is, January 10, 1944, and since tonight is the last meeting at which transfers may be made, the bill of two hundred ($200.00) dollars is filed in case the transfer may be necessary.

PATRICK J. MOYNIHAN, C.P.A.

October 13, 1943

To The
Cambridge School Committee
1700 Cambridge Street
Cambridge, Massachusetts

Acting on your instructions, I have examined the books and records of the Cambridge School Committee for the period ended June 30, 1943.

The following schedules are attached:

Schedule 1 -

Statement of Appropriations, Expenditures and Encumbrances for six months ended June 30, 1943.

Schedule II -
Statement of Appropriations, Expenditures and Encumbrances for year ended December 31, 1942.

Schedule III -
Purchase orders which were not approved as required by the regulations.

The information given in Schedules I and II is essential for guiding your committee in the financial administration of the school system. To be of value, it must be accurate. Serious errors in these schedules might well lead your committee to make commitments beyond the total appropriation limit. Practically all the financial records maintained by the department are subsidiary to this schedule. Consequently, accuracy is of the utmost importance in all of them.

I have to report that the records examined for the period ended June 30, 1943 are inaccurate and not dependable. The financial report furnished your committee by the business agent in June is incorrect.

The mathematical errors discovered by the audit are listed in the following paragraphs as well as those procedures which are in violation of the regulations or good practice:

1. Twelve errors were made in entering the amounts of purchase orders in the encumbrance book. Two items were omitted completely. For instance, purchase order 3144 is entered in the encumbrance book as $1.69. It should be $1.63. The discount of 3c was added to the original bill of $1.66 instead of being deducted. Purchase order 3153 was for $15.80. Postage of 13c increased the total correctly to $15.93. It was totaled as $16.73. Purchase or-

der 3250 was for $5.50. It is entered in the distribution column as $32.50 - the figures in the number of the purchase order. Purchase order 3217 for $6.19 was increased by 30c for one quart of Mazola. The 30c was deducted instead of added in computing the total. Purchase order 3505, in amount, $1,467.04, was omitted from the total of expenses though shown in the distribution column. There are seven other similar errors.

2. Janitors' salaries for the week ended May 27. 1943 totaled $2,091.32. The item was erroneously entered in the appropriation ledger as $2,291.32.

3. The amount of teachers' salaries, which was charged against the appropriation for May, 1943, was understated by $154.16.

4. In June 1943, an item of teachers' salaries for $247.05 was entered as $247.50.

5. The identifying numbers of seven vendors' invoices were listed incorrectly in the warrants.

6. Discounts were not taken on sixty-three invoices which were subject to discount deductions. The lost discounts amounted to $23.78.

7. The warrant of June 7, 1943 totaling $3,226.92 was not in your files and the amount of the warrant had not been properly deducted from the appropriations at the time of the audit. While making the detailed examination, a number of invoices were found marked paid June 7, 1943, but there was no record of a warrant of that date. When these items were referred to Mr. Church, he was unable to explain the dates of payment on these invoices. He telephoned the City Auditor's office and then learned that a warrant had been issued on June 7th, and that both copies had been left in the auditor's office, though it was, and is, important that the second copy of the warrant be stamped and returned to the School Committee files. He was uncertain as to who might have left the warrants in the auditor's office, but offered the possible explanation that Miss Ryan who was out ill for two weeks at that time and that she "probably took the warrants down the day before she became ill and forgot all about them."

The items on the warrant of June 7th, which had not been deducted from their respective appropriations on August 10th were:-

Athletic Clothing	$151.44
Fuel	176.53
Furniture and Fixtures	18.20
Gas and Electricity	1.63
General Expenses	328.43
Janitors Supplies	85.96
Other Expenses	482.41
Repairs	181.21
Supplies	900.76
Text Books	516.85
Transportation of Pupils	382.00
Minor's License Refunds	1.50
	$3,226.92

8. Purchase orders aggregating to $8,879.74 were issued without proper approval. The explanation given was that the copies of the orders which went out to the creditor were properly approved, but through negligence, the copies retained in the School Committee files were not approved. For audit purposes. the only evidence of approval is to be found in the retained copy - hence, it is important that all copies bear the proper approval signature.

9. Six errors were found in entries in the expense book in addition to two items incorrectly classified. Two printing bills from the same vendor and for the same type of expense are charged to different classifications in the cost records.

10. (a) No income has been recorded to the Edward L. Kingman Fund since January 1, 1942: (b) No addition for interests has been recorded for the Webster Thierry Fund since January 1, 1942. The graduation program of May 25, 1943 lists the name of a recipient of the Webster Thierry Prize. On August 10, 1943, two and a half months later, the fund account has no record of this disbursement. (c) No income has been recorded for the George Hardy Fund since January 1, 1942.

11. Materials have been issued from the stock room without written requisitions. The clerk in charge of the stock room states that he has violated the regulations requiring written requisitions for the issuing of supplies on telephone orders from Mr. Liston, and in four instances, on orders from a member of your committee.

The following items were removed from the stock room without requisition:

February 12, 1943 -

Two hanks of window cords (200 feet) delivered to the office of Dr. James J .Cassidy by the stock room clerk.

June 4, 1943 -
Seven yards green diploma ribbon for the Agassiz School.

May 14, 1943 -
½ dozen 40-page composition books for nurseries delivered to Mrs. Moynahan on Mr. Liston's telephoned order.

June 18, 1943 -
1 Wizard Pencil Sharpener delivered to Dr. James J. Cassidy.

June 24, 1943 -
2 dozen 40-page composition books for nurseries delivered to Miss Butler on telephone order from Mr. Liston.

June 25, 1943 -
100 No. 35-N-5 x 7½ clasp envelopes delivered to Mr. Preble, National Defense. These were reported as "borrowed". They have not been replaced.

June 30, 1943 -
1 adding machine roll for Boys' Vocational School delivered to Miss Faulkner on telephone order from Mr. Liston.

July 1, 1943 -
15 feet ash Hoist Rope delivered to Dr. James J. Cassidy's office by stock clerk.

July 16, 1943 -

1 package duplicating paper 8½ x 11 delivered to the Business Offices on telephone order from Mr. Liston.

July 30, 1943 - 6 100 Watt lamps delivered to Dr. James J. Cassidy's office by the stock clerk.

In outlining the responsibilities of the stock room clerk, I have tried to impress upon him the necessity of orderly accounting for all supplies, and have laid down as an inflexible rule, that not even a penpoint should leave his custody without written requisitions properly approved.

There is little advantage in establishing rules for the stock room clerks if responsible employees or members of your committee exert the pressure of their office to have those rules violated.

In a special report to your committee over a year ago, I was compelled to severely criticize the carelessness and apparent lack of knowledge of what constituted good business procedures in the bookkeeping records and practices of your committee's business affairs. The eleven specifications offered above give evidence that the same type of carlessness and loose procedures still prevail. I am again recommending that a properly qualified accountant or experienced bookkeeper be employed to manage the business affairs of your department, subject, of course, to such regulations as the Divison of Civil Service may have established.

Respectfully submitted,

PATRICK J. MOYNIHAN, C.P.A.

SCHEDULE 1 Item	Adjusted Appropriation	Expenditures	Unexpended Balance	Encumbrances	Unencumbered Balance
Administrative Salaries	$67,236.66	$67,193.32	43.34	....	43.34
Teachers Salaries, Day	1,401,254.90	1,401,254.90	....	....	....
Substitutes	13,346.25	13,164.00	183.25	....	183.25
Posture Physician	2,000.00	2,000.00	....	....	....
Athletics	7,455.00	7,455.00	....	....	....
Evening Schools	9.465.00	9,458.76	6.24	....	6.24
Americanization	2.365.00	2,364.00	1.00	....	1.00
Teachers Examination		....	....	....	....
Text Books	16.000.00	15,804.00	195.10	6.45	188.65
Supplies	32,800.00	32,797.67	2.33	1,724.86	*1,722.53
Nursery Class Supplies	1,700.00	1.698.76	1.24	47.60	*46.36
Lunch Room Supplies	18,377.85	18,377.85	....	....	....
Tuition	1,500.00	1,285.65	214.35	....	214.35
Transportation of Pupils	3,900.00	3.785.65	114.35	....	114.35
Fuel	33,500.00	33,489.90	10.10	616.03	*605.93
Heating at Rindge	21,100.00	21,100.00	....	....	....
Light and Power at Rindge	3,900.00	3,309.99	590.01	....	590.01
Light	13,000.00	12,412.92	587.08	....	587.08
Power	1,500.00	1,387.52	112.48	....	112.48
Janitors' Salaries	122.325.67	122,286.14	39.53	....	39.53
Repairs	11,165.50	11,155.36	10.14	325.66	*315.52
Janitors' Supplies	4,300.00	4.009.24	290.76	166.79	123.97
Furniture and Furnishings	3,064.50	2,966.98	97.52	....	97.52
Other Expenses	7,269.00	6,685.53	583.47	1.56	581.91
Athletic Clothing	2,000.00	1.553.38	446.62	72.54	374.08
Minors' License Refunds	30.00	25.50	4.50	....	4.50
Kindergarten Xmas Expenses	90.00	87.00	3.00	....	3.00
Pensions	8,964.20	8,244.14	720.06	....	720.06
Retirement Contributions	6,182.96	6,182.96	....	....	....
Travel Outside State	277.75	277.75	....	....	....
Special Survey Account	475.00	475.00	....	....	....
Special Installation New System	495.00	495.00	....	....	....
One Cent Milk Fund		....	....	....	....
General Expenses	8.460.00	8,459.89	.11	....	.11
Automobile, Buildings & Grounds	1,270.00	1,260.19	9.81	....	9.81
	$1,826,771.24	$1,822.504.85	$4.266.39	$2,961.49	$1,304.90

The encumbrances were determined by totaling the purchase orders dated in 1942 and paid in the first six months in 1943. Also the purchase orders for 1942 which were not paid as of June 30th were added in

Statement of Appropriations. Expenditures. And Encumbrances For Year Ended Dec. 31, 1942

SCHEDULE 2

Item	Appropriation	Expenditures Jan. through June 30	Unexpended Balance	Encumbrances	Unencumbered Balance
Administrative Salaries	$71.940.82	$38.897.48	$33,043.34	$467.16	$32,576.18
Teachers Salaries, Day	1.415,961.52	815,017.42	600,944.10	88.39	600,855.71
Substitutes	16,000.00	12,217.00	3,783.00	....	3,783.00
Athletics	8,025.00	5.203.31	2,821.69	....	2,821.69
Evening Schools	11,000.00	5,169.00	5.831.00	....	5.831.00
Americanization	2,500.00	1.478.50	1,021.50	....	1,021.50
Teachers Examination	1.500.00	....	1.500.00	....	1.500.00
Janitors' Salaries	130.810.00	59,985.44	70.824.56	1.905.26	68,919.30
Text Books	16,000.00	1,742.92	14.257.08	118.40	14,138.68
Supplies	33,000.00	8,850.48	24,149.52	1,207.33	22,942.19
Nursery Class Supplies	2.000.00	726.29	1,273.71	....	1,273.71
Tuition	1,800.00	500.19	1,299.81	....	1,299.81
Transportation of Pupils	4,400.00	2.117.50	2,282.50	....	2,282.50
Fuel	35,000.00	20,603.67	14,396.33	....	14,396.33
Heating at Rindge	21,000.00	16.888.25	4,111.75	....	4,111.75
Light and Power at Rindge	3.000.00	1,106.79	1.893.21	....	1.893.21
Light	13.000.00	6,674.65	6.325.35	....	6.325.35
Power	1.500.00	971.14	528.86	....	528.86
Janitors' Supplies	4.000.00	866.36	3,133.64	575.00	2,558.64
Furniture and Furnishings	3,000.00	193.35	2.806.65	319.50	2.487.15
Athletic Clothing	2,000.00	799.84	1,200.16	....	1,200.16
Pensions	8.586.30	4.190.00	4,396.30	....	4,396.30
Retirement Contributions	6,572.25	6,572.25	....	....	....
Kindergarten Xmas Expenses	90.00	....	90.00	....	90.00
Minors' License Refunds	30.00	8.25	21.75	....	21.75
General Expenses	8,600.00	3,261.33	5,338.67	503.42	4,835.25
Other Expenses	3.000.00	1.145.54	1,854.46	164.39	1,690.07
Repairs	25,000.00	6,974.58	18.025.42	4.95	18,020.47
Lanham Act	22.129.00	....	22,129.00	41.93	22,087.07
	$1.871,444.89	$1.022.161.53	$849.283.36	$5,395.70	$843,887.63

The encumbrances were determined by checking off all paid items in the first six months in 1943 into the encumbrance book. The remaining open items in the first six months, plus the unpaid purchase orders for 1942 are the total encumbrances as above.

Purchase Order No.	Date	Creditor	Explanation	Amount
2354	12-31-42	Iver Johnson Sptg. Goods Co.	Athletic Clothing	$28.35
2355	12-1-42	Ivory System	Clean & Repair Athletic Clothing	200.70
2659	2-4-43	First National Stores, Inc.	Foodstuffs	16.21
2691	2-5-43	James S. Cassidy. Inc.	Convert Boilers at High and Latin to Coal as per contract 1-25-43	3,000.00
2873	3-1-43	Stromberg Time Corp.	2 Program Tapes	3.10
2907	2-2-43	F. S. Payne Company	Repair elevator at Rindge	23.00
3501	5-10-43	Cambridge Electric Light Co.	Electric Services 3-29 to 4-28 Rindge	251.37
3503	5-10-43	Harvard University	Heating Rindge 3-21 to 4-20	3,159.55
3505	5-10-43	Cambridge Electric Light Co.	High and Elementary Schools Services for April	1,467.04
3506	5-10-43	Hathaway Bakeries, Inc.	Break for April	10.08
3507	5-10-43	H. Schlesinger	Extermination service for April	61.66
3508	5-1-43	Porter Station Garage, Inc.	Storage, gas and oil (Supt. car)	18.52
3509	5-10-43	N. E. Tel. & Tel Co,	Telephone service for period ending 4-20 KIR. 5939	7.28
3510	5-10-43	Commonwealth Laundry	Laundry Service for Rindge, Thorndike and Haggerty	7.64
3511	5-10-43	Cambridge Recorder	Printing School Committee Reports 6-15-42	34.00
3512	5-10-43	Cambridge Chronicle-Sun	Advertising - Two Times	12.00
3513	5-10-43	Camb. Street Department	Reg. 685.490 gas and oil for April	4.93
3514	5-10-43	Buckley's Express	Expressage for April	58.25
3515	5-10-43	City of Boston	Tuition	19.20
3516	5-10-43	City of Boston	Tuition	73.36
3517	5-10-43	City of Boston	Tuition	10.20
3518	5-10-43	City of Boston	Tuition	9.30
3519	5-10-43	Cambridge Gas Light Co.	Gas Service March to April	160.73
3537	5-13-43	Cambridge Municipal Hospital	X-ray arm - Joseph Leinhart	2.00
3639	5-28-43	Hotel Continental	School Committee meeting 7 dinners	21.32
3755	6-23-43	Commonwealth Laundry	Laundry Service	2.12
3782	6-20-43	N. E. Tel. & Tel Co,	Telephone Service 1 month Kir. 5959, Eliot 0756.	7.99
3798	5-3-43	John J. Blevins	Repair roof -- Russell School	71.00
3799	5-3-43	John J. Blevins	Repair roof - Fletcher School	138.34
				$8.879.74

Miss Ryan said that in many of the above cases. the original copies of the purchase orders which were sent to the creditors were properly approved, but the duplicate copies were not approved through negligence.

Mayor Corcoran in the chair.

A communication was received from James F. Henry, a veteran and a custodian in the Cambridge School Department since May, 1924, requesting that he be retired in accordance with Section 57, Chapter 32 of the General Laws because of ill health. On motion by Vice-Chairman Dr. Cassidy and seconded by Committeeman Fitzgerald it was voted that Mr. Henry's request be forwarded to the City Manager with the recommendation that he be retired on pension as requested.

SUPERINTENDENT OF SCHOOLS

(Reports and Recommendations)

The Assistant Superintendent presented the resignation of Mrs. Elena R. Patti, Teacher in the Morse School, effective January 1, 1944. On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted to accept Mrs. Patti's resignation.

The Assistant Superintendent presented a communication from the Peabody Parents' Association asking that they be permitted to use the hall at the Peabody School on Wednesday morning, December 29, to arrange an entertainment for the children of the school. The Assistant Superintendent recommended that permission be granted. On motion by Committeeman Dr. Duddy it was unanimously voted to suspend the rules. It was voted on the following roll-call to adopt a motion by Committeewoman Mrs. Conant and seconded by Committeeman Dr. Duddy that permission as requested be granted: Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr, Fitzgerald. Miss Kelleher, and Mayor Corcoran voting yes; Committeeman Wood absent. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

The Assistant Superintendent recommended that the City Manager be requested to submit to the City Council for approval the following transfers of appropriations:

TO:

Furniture and Furnishings	$600.00
Tuition	100.00
Text Books	600.00

Said sums to be provided by transfer from Teachers' Salaries-Day Schools.

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted on the following roll-call to approve the Assistant Superintendent's recommendation relative to transfer of appropriations: Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher and Mayor Corcoran voting yes. Committeeman Wood absent. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

It was voted to convene into executive session before adjournment.

REPORTS OF COMMITTEES

Committee on Buildings and Grounds

On motion by Committeewoman Mrs. Conant and seconded by Committeeman Dr. Duddy it was voted to accept the following report of a meeting of the Committee on Buildings and Grounds held on December 15, 1943 and adopt the recommendations contained therein with the exception of the recommendation relative to the discharge of Daniel L. Harrington, custodian, which shall be referred to executive sessin in accordance with the rules:

Committee On Buildings and Grounds

Meeting of December 15, 1943

Present:
Mrs. Cora Butler Conant, Chairman
Dr. Frank E. Duddy

In accordance with authority granted at a meeting of the School Committee held on December 6, 1943 the subcommittee on Buildings and Grounds voted to accept the bid of the Norris Piano Company, 530 Main Street, Cambridge for a concert grand piano (Steinway) at a price of $1,000.00, said price to include removal of the old piano now located in the auditorium of the Rindge Technical School.

It was voted to recommend to the School Committee the discharge of Daniel L. Harrington, custodian, for causes and charges made by the Chief Custodian and appended to this report.

On the advice of Civil Service we recommend to the School Committee that application be made to the City Manager for temporary emergency help of city employees who may be suitable to do janitor work.

It was voted to adjourn.

MRS. CORA BUTLER CONANT,
Chairman.

On motion by Committeewoman Mrs. Conant, seconded by Committeeman Dr. Duddy it was voted on the following roll-call to accept a report of a meeting of the Committee on Buildings and Grounds held on December 20, and set forth below, and to adopt the recommendations contained therein: Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes.

Committee on Buildings and Grounds

Meeting of December 20, 1943

Present:
Mrs. Cora Butler Conant, Chairman
Dr. Frank E. Duddy

Your committee wishes to report that we are looking into the matter of fireproofing stage hangings at the various schools.

It was voted to recommend that the piano at the Agassiz School be repaired at a price not to exceed $300.00 said sum to be provided by transfer to "Repairs" from another source.

It was voted to recommend that the incoming committee on Buildings and Grounds be advised that all school pianos should be tuned twice a year, preferably in March or April.

It was voted to adjourn:

MRS. CORA BUTLER CONAT,
Chairman.

On motion by Committeeman Fitzgerald, seconded by Committeewoman Miss Kelleher it was voted on the following roll-call that the Committee on Buildings and Grounds be given authority to make necessary repairs to the piano at the Agassiz School: Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes. A motion to reconsider this vote, hoping same would not prevail, was negatived.

Committee On Athletics

On motion by Committeeman Fitzgerald and seconded by Committeeman Dr. Duddy it was voted on the following roll-call that the matter of bleachers in the gymnasium of the Rindge Technical School be referred to the Committee on Buildings and Grounds with power: Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes. A motion to reconsider this vote hoping same would not prevail, failed of adoption.

On recommendation of Committeewoman Miss Kelleher, chairman of the Committee on Athletics it was voted to refer to the 1944 Committee on Athletics the matter of awarding sweat shirts to the grammar school football and soccer teams.

On recommendation of Committeewoman Miss Kelleher, chairman of the Committee on Athletics, it was voted to refer to the 1944 Committee on Ahletics the matter of a dentist's estimate of the cost of performing certain dental work for a student injured while playing football for Rindge Technical School.

Committeewoman Miss Kelleher, chairman of the Committee on Athletics, recommended that William Fraser, a teacher at the High and Latin School, be appointed supervisor of the locker and shower room in the Rindge Technical School gymnasium during the track and basketball season, from 2:15 p.m. to 5:30 p.m. at a salary of $3.00 per afternoon. On the following roll-call it was voted on motion by Committeewoman Miss Kelleher and seconded by Committeeman Fitzgerald to adopt this recommendation: Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes. A motion to reconsider this vote, hoping same would not prevail, was negatived.

Special Sub-Committee

Committeeman Wood stated that he and Miss Kelleher had, by vote of the School Committee, been appointed a special committee to draw up resolutions for the retiring members of this School Committee but due to the fact that Miss Kelleher has been ill, he had met with other members of the School Committee and had drawn up resolutions and same would, when completed, be engrossed and presented to the retiring members. Also, for the purpose of taking some action with regard to the reimbursement of salary of four high school teachers, deducted for absences in the year 1942, and which the City Auditor advises cannot legally be paid by this year's committee, the same committee met as a revised subcommittee on teachers' sick leave. It has been decided that the only recourse these teachers have is to file a bill in the Mass. Legislature which would permit the School Committee to include in its annual budget a sum sufficient to make payment. The subcommittee voted unanimously to endorse such a bill and to suggest to the persons effected that such a course be taken and it is recommended that the School Committee endorse any action they may take in this respect. On motion by Committeeman Wood it was voted on the following roll-call to accept this report and adopt the recommendations contained therein: Committeemen Dr. Cassidy, Dr. Duddy, Mr. Fitzgerald, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes; Committeewoman Mrs Conant voting no. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

UNFINISHED BUSINESS

Calendar:

On motion by Committeeman Fitzgerald it was voted to approve the Text books recommended by the Superintendent at the meeting of Dec. 6, 1943.

Tabled Matters:

On motion by Committeeman Fitzgerald and seconded by Committeeman Wood it was voted to take from the table the motion -

"that, the Superintendent of Schools consider the advisability of sponsoring an early evening program during the fall and winter months in our schools halls to be known as Father and Son and Mother and Daughter night, the purpose of which is to provide a suitable program of educational, athletic, and theatrical value to help curb delinquency and as an aid to crime prevention among the youth of our city".

In response to a question as to what action has been taken in this matter the Assistant Superintendent read a letter from Mr. Stephen Mahoney, Supervisor of Recreation, advising that his department proposed to use four additional schools as recreational centers and the Assistant Superintendent felt that at this time, the School Department should not overlap the Recreation Department in this endeavor. Vice-Chairman Dr. Cassidy moved that the Superintendent be authorized to start the program outlined in the above motion. Committeeman Wood seconded the motion. Committeeman Dr. Duddy moved (seconded by Committeeman Wood) to amend the motion by adding "that the School Committee suggest to Mr. Mahoney that with the opening of the four additional centers an educational emphasis be inserted, such as popular lectures, theatricals, current events, debates, etc.," Vice-Chairman Dr. Cassidy accepted the amendment to his motion and it was voted to adopt the motion as amended.

On motion by Vice-Chairman Dr. Cassidy and seconded by Committeeman Wood it was voted to take from the table the motion "that the salary of the track coaches of both high schools be raised from $300 to $400 for the season." Committeewoman Miss

Kelleher moved (seconded by Committeewoman Mrs. Conant) that this motion be referred to the Athletic Committee for 1944. Vice-Chairman Dr. Cassidy offered a substitute motion. seconded by Committeeman Wood, that the salary of the track coaches be increased from $300 to $400. On the following roll-call the substitute motion failed: Committeemen Dr. Cassidy and Mr. Wood voting yes; Committeemen Dr. Duddy, Mrs. Conant, Mr. Fitzgerald, Miss Kelleher and Mayor Corcoran voting no. It was then voted, on the following roll-call, to adopt the main motion "that the matter be referred to the 1944 Athletic Committee". Committeemen Mr. Duddy, Mrs. Conant, Mr. Fitzgerald, Miss Kelleher and Mayor Corcoran voting yes; Committeemen Dr. Cassidy and Mr. Wood voting no.

Awaiting Report:

Relative to the motion "that the Superintendent be empowered to open as recreational centers school buildings having the proper facilities for the purpose of providing educational and recreational facilities in the evenings for the youth of the city, and that the Superintendent be empowered to appoint an advisory committee to aid him" Committeeman Fitzgerald moved that the Superintendent be empowered to open the Russell, Roberts, Thorndike and Haggerty Schools as recreational centers. Committeeman Wood seconded the motion. On the following roll-call the motion was negatived: Committeemen Dr. Cassidy, Mr. Fitzgerald and Mr. Wood voting yes; Committeemen Dr. Duddy, Mrs. Conant, Miss Kelleher and Mayor Corcoran voting no.

With reference to the vote passed at the meeting of December 6, referring to the Assistant Superintendent of Schools the matter of absenteeism in the High and Latin School with the request that he report at the next meeting as to whether it would be wise to have the same hours as are now in effect in the elementary schools, the Assistant Superintendent reported that he had discussed this matter with the headmasters of both high schools. The headmaster of Rindge Technical School is opposed to any change in the high school hours while the headmaster of the High and Latin School thought it might be well to give it a trial. The Assistant Superintendent then recommended that because of the fact there are so many of the high school boys and girls working after school hours that a change in the high school hours would be inadvisable at this time. On motion by Committeeman Dr. Duddy, seconded by Committeewoman Miss Kelleher, it was voted that the Assistant Superintendent's recommendation be supported.

Committeeman Fitzgerald proposed an amendment to the rules regulating teachers' sick-leave by inserting after the words "personal illness" the words or "exposure to contagious diseases." The chair advised Committeeman Fitzgerald that inasmuch as this was the last meeting of the year action on this amendment would have to be taken at this meeting. Committeeman Fitzgerald moved. seconded by Committeeman Wood. to suspend the rules for the purpose of acting on this proposed amendment. On the following rol-call the motion for suspension of rules failed to receive the necessary five votes: Committeemen Dr. Cassidy, Mr. Fitzgerald and Mr. Wood voting yes; Committeemen Dr. Duddy Mrs. Conant. Miss Kelleher and Mayor Corcoran voting no.

It was voted to convene into executive session.

On recommendation of the Vice-Chairman it was voted on the following roll-call that Mrs. Marie Mullin Conway, teacher at the Morse School, be granted leave of absence without stipend from December 21, 1943 to the end of the present school year, (June 1944); Committeemen Dr. Cassidy, Mrs. Conant, Dr. Duddy, Mr. Fitzgerald. Miss Kelleher. Mr. Wood and Mayor Corcoran voting yes.

On motion duly made and seconded it was voted on the following roll-call to adopt a recommendation of the Committee on Buildings and Grounds that Daniel L. Harrington, custodian, be discharged for neglect of duty and insubordination and that notice of these charges be sent to him immediately: Committeemen Dr. Duddy, Mrs. Conant, Mr. Fitzgerald, Miss Kelleher and Mayor Corcoran voting yes; Committeeman Dr. Cassidy voting no; Committeeman Wood not voting. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

It was voted to convene into open session.

On the following roll-call it was voted to ratify and affirm the votes passed in executive session: Committeemen Dr. Duddy, Mrs. Conant, Mr. Fitzgerald, Miss Kelleher, and Mayor Corcoran voting yes; Committeeman Dr. Cassidy voting no; Committeeman Wood not voting.

It was voted to adjourn:

ADJOURNED.

EDWARD J. O'CONNELL
Secretary of the School Committee

SCHOOL COMMITTEE (REGULAR MEETING)

Monday, January 3, 1944

First regular meeting of the year, called in accordance with the general laws at 12 o'clock noon for the purpose of organization.

Members present: Committeemen Foley, Mrs. Conant, Gummere, Reardon, Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Committeeman Wood it was voted to make part of the records the following communication from Mrs. Mary R. Murphy, daughter of the late John J Roach, former Superintendent of School Buildings:

6 Leonard ave.
Cambridge, Mass.

Secretary School Committee,
Cambridge, Mass.

Dear Mr. O'Connell:

Through you may my sincere expression of thanks be extended to the members of the School Committee for their remembrance of my father.

To all of you my appreciation is extended.

Sincerely,

Mary R. Murphy

A communication was received from Mrs. Catherine McAvoy, matron at the High and Latin School, who as a beneficiary under the Retirement Act, is to be retired on January 18, 1944, asking that she be continued in her present employment for the duration of the war in accordance with Chapter 16 of the Acts of the Special Session of 1942. On motion by Committeeman Wood it was voted, on the following roll-call, that Mrs. McAvoy be continued in employment as a matron in the School Department for the duration of the war in accordance with Chater 16 of the Acts of the for the duration of the war in ac Special Session of 1942: Committeemen Mrs. Conant, Foley, Gummere, Reardon, Wood and Mayor Corcoran voting yes; Committeewoman Miss Kelleher absent. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Committeeman Wood it was voted to make part of the records the following communication addressed to the City Auditor by the City Manager:

December 28, 1943

Mr. John J. McKenzie,
City Auditor, City Hall,
Cambridge, Mass.

Dear Sir:

I hereby notify you I have approved the pension application of James F. Henry, Custodian in the Cambridge School Department, under the provisions of Chapter 32, Section 57 of the General Laws.

Mr. Henry, who is a World War Veteran, has been employed in the School Department since May, 1924. He is now incapacitated for further service, as certified by Dr. Maurice S. Duchin.

Retirement to be effective at the close of business on December 31, 1943.

Very truly yours,

John B. Atkinson, City Manager

Committeeman Wood moved that the rules of 1943 be adopted as the rules of the School Committee for 1944-1945. Committeewoman Mrs. Conant moved to amend by striking out the rule relating to the election of sub-committee on Buildings & Grounds and sub-committees on Athletics and insert in place thereof the following:

"The presiding officer shall, during January after each biennial election, appoint three members (the first named of which shall be chairman) to serve as members of the Committee on Buildings and Grounds; three members (the first named of which shall be chairman), to serve as members of the Committee on Athletics"

It was voted on the following roll-call to adopt the amendment: Committeemen Mrs. Conant, Foley, Gummere, Reardon, Wood and Mayor Corcoran voting yes; Committeewoman Miss Kelleher absent. A motion to reconsider this vote, hoping same would not prevail, failed of adoption. It was then voted on the following roll-call to adopt the motion as amended: Committeemen Mrs. Conant, Foley, Gummere, Reardon, Wood and Mayor Corcoran voting yes. Commiteewoman Miss Kelleher absent. A motion to reconsider this vote, hoping same would not prevail was negatived.

A communication was received from the Cambridge Women's War Finance Committee asking permission to use the Rindge Technical School Auditorium on Saturday, February 19 from 8:00 p.m. to 11.30 p.m. to hold, jointly with the Cambridge Teachers' Club, a War Bond Rally for the 4th War Loan. On the following roll-call it was voted that permission as requested be granted upon payment of janitors' costs: Committeemen Foley, Mrs. Conant, Gummere, Reardon, Wood and Mayor Corcoran voting yes; Committeewoman Miss Kelleher absent. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

The chairman assigned the following members to sign payrolls for the year 1944:

January Mrs. Cora Butler Conant. February, John J. Foley; March, Richard M. Gummere; April, Margaret M. Kelleher; May, Robert J. Reardon; June, Russell A. Wood; July, Mrs. Cora Butler Conant; August, John J. Foley; September, Richard M. Gummere; October, Margaret M. Kelleher; November, Robert J. Reardon; December. Russell A. Wood.

Any member may act as alternate in the event the member assigned for the month is unavailable.

The Superintendent recommended that the Text Books "Our Way of Life Begins." by Robinson &Harris, published by W. H. S[illegible]er, Ind., and "Canada My Neighbor," by Clifford published by Chas. Scribner's Sons, be approved for use in the Cambridge Public Schools, said recommendation to lay on the "Calendar" in accordance with the rules.

It was voted to place on file communications from the War Finance Committee and Wm. Filene's Sons Co. relative to Cambridge High School students taking part in a forthcoming Quiz Kids radio broadcast.

The chairman ordered layed on the table the following order presented by Committeeman Foley:

"That the Superintendent of Schools consider the advisability of appointing as permanent teachers in the Cambridge School Department any qualified member of the armed services of the United States who at the time of induction was serving as a substitute teacher in the Cambridge School Department."

Committeeman Wood moved that the Superintendent of Schools be instructed to bring in at the next meeting of the School Committee a nomination for a teacher of the Plastics Course at Rindge Technical School. During debate Committeeman Wood was granted unanimous consent to withdraw his motion and it was then voted to adopt a motion that John W. Wood, headmaster of Rindge Technical School, be invited to attend the next meeting of the School Committee and explain the course in Plastics.

Due to the illness of Committeewoman Miss Kelleher it was unanimously voted to defer action on the election of a vice-chairman until the next meeting of the School Committee.

On motion by Committeeman Wood it was voted to adjourn.

ADJOURNED:

EDWARD J. O'CONNELL,
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

REGULAR MEETING

Monday, January 17, 1944

Members present: Committeemen Mrs. Conant, Mr. Foley, Mr. Gummere, Mr. Reardon, Mr. Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

The secretary advised that several communications have been received requesting permission to use certain school auditoriums at abated charges and on motion by Committeewoman Mrs. Conant, seconded by Committeeman Mr. Wood, it was unanimously voted to suspend the rules for the purpose of taking action on the four succeeding applications for use of auditoriums.

A communication was received from Company A, Army Specialized Training Program, stationed at Harvard University requesting permission to use the Rindge Technical School Auditorium for the purpose of presenting a musical comedy on Saturday, February 26 and for a dress rehearsal on Friday, February 25. Sergeant Morris Isacowitz appeared before the committee and explained that the proceeds from this entertainment were to be used to establish a special service fund for the enlisted men of the Army Specialized Training Personnel stationed at Harvard University. On motion by Committeeman Wood and seconded by Committeeman Gummere it was voted that Company A, Army Specialized Training Program, be granted permission to use the Rindge Technical School Auditorium on February 25 and Feb. 26 upon payment of janitor's fees.

An application was received from the Community Recreation Service of Boston for the use of the Rindge Technical School Gymnasium on January 23, January 30 and February 6 for the purpose of presenting a series of basketball games, all charges prescribed by the rules to be paid by the Community Recreation Service. On motion by Committeeman Wood and seconded by Committeeman Gummere it was voted that permission as requested be granted.

A communication was received from the Cambridge Women's War Finance Commitee thanking the School Committee for allowing them the use of the Rindge Auditorium on February 19 upon payment of janitor's fees and asking that they be permitted to use the auditorium for a rehearsal on Friday, February 18. They further requested that the pupils of the High and Latin School and Rindge Technical School be permitted to distribute flyers, one set to be distributed on January 24 announcing an exhibition of paintings which opens January 28 and the other set advertising the Bond Rally to be distributed on February 14. On motion by Committeeman Wood and seconded by Committeewoman Mrs. Conant, it was voted that permission as requested be granted upon payment of janitors fees in the matter of the use of the auditorium.

The Cambridge Committee for Russian War Relief asked that they be granted permission to use the Rindge Technical School Auditorium on Tuesday evening, February 22 for the purpose of giving a Russian War Relief Benefit Program. On motion by Committeeman Wood and seconded by Committeeman Gummere it was voted that permission as requested be granted upon payment of janitors' fees.

A communication was received from the Lithuanian Immaculate Conception Catholic Federation advising that they are conducting a Lecture on February 13 and requesting permission to use the Roberts School Auditorium for this purpose, from 6:00 p.m. to 9:00 p.m. On motion by Committeewoman Mrs. Conant and seconded by Committeeman Wood it was voted that the permission as requested be granted upon payment of janitors' fees.

It was voted to place on file a communication from Catherine F. McAvoy, matron at the High & Latin School who was to have been retired on January 18, 1944 under the provisions of the Retirement Act, thanking the committee for continuing her employment in the School Department for the duration of the war in accordance with Chapter 16 of the Acts of the Special Session of 1942.

A communication was received from Mrs. Mary B. (O'Brien) O'Neil, teacher at the High and Latin School on leave of absence until February 1, 1944, requesting that her leave of absence be extended until April 1, 1944, without stipend. On motion by Committeeman Foley it was voted that Mrs. O'Neil's leave of absence be extended until April 1, 1944 without stipend.

SUPERINTENDENT OF SCHOOLS

Reports and Recommendations

It was voted to make part of the records the Superintendent's report of the marriage of M. Althea Foss, teacher in the High and Latin School, to William J. Cunningham. Lieut. U. S. N. R., on December 26, 1943 and that her name will appear on our records as M. Althea Cunningham.

The Superintendent reported the transfer of Hallette S. Conant, from assistant Kindergartner at the Thorndike School to assistant kindergartner at the Abraham Lincoln School, effective Jan. 1, 1944.

The Superintendent reported that Mrs. Margaret G. McCarthy, teacher at the Putnam School, has been granted maternity leave of absence from January 1, 1944 to July 1, 1945 in accordance with the rules of the School Committee.

The Superintendent reported that the names of Eileen A. Maher and Charles L. O'Connor have been added to the list of Evening School teaching applicants and that said applicants are to take the place of two evening school teachers who have terminated their services.

The Assistant Superintendent reported that the Commissioner of Education has notified the School Department that under the provisions of Part I of Chapter 70 of the General Laws, which provides for State Reimbursement on account of the employment of teachers, that he (Commissioner of Education) has certified to the Commisioner of Corporations and Taxation and to the Cmptroller that an amount of $116,610.. was due the City of Cambridge on November 20, 1943.

A communication from the Superintendent of Schools advised the committee that a Wartime Conference on Education of Superintendents of Schools in the Northeastern States under the auspices of the National Education Association will be held in New York City from February 22 to February 24, 1944. The Superintendent recommended that the Assistant Superintendent of Schools be delegated to represent the City of Cambridge at the conference, and that the sum of $75.00 be appropriated for "Travel Outside the State" and that this appropriation be included in the 1944 budget. On motion by Committeewoman Mrs. Conant and seconded by Committeeman Wood it was voted on the following roll-call to approve and adopt the Superintendent's recommendation: Committeemen Mrs. Conant, Mr. Foley, Mr. Gummere, Mr. Reardon, Mr. Wood and Mayor Corcoran voting yes; Committeewoman Miss Kelleher absent.

The Superintendent recommended that the eighth grades of the grammar schools be permitted to take part in the Essay Contest sponsored by the Massachusetts Elks' Association, subject of the essay to be "George Washington and His Contribution to The Establishment of The United States As A Nation." On motion by Committeeman Wood and seconded by Committeewoman Mrs. Conant it was voted to adopt the Superintendent's recommendation.

The Superintendent recommended

that the students of both high schools be permitted to take part in the annual Oratorical Contest conducted by the American Legion. On motion by Committeewoman Mrs. Conant and seconded by Committeeman Gummere it was voted to adopt the Superintendent's recommendation.

A communication was received from the Cambridge Chapter American Red Cross asking the cooperation of the School Committee in securing the interest and support of the staff of the Cambridge Schools in the coming Red Cross War Fund campaign. The Superintendent recommended that the Cambridge Public Schools be permitted to take part in this campaign and on motion by Committeewoman Mrs. Conant and seconded by Committeeman Gummere it was voted to adopt the Superintendent's recommendation.

The Superintendent presented a communication from the Cambridge Salvage Committee advising that Sunday, January 23 at 11 o'clock in the morning has been designated as the collection day for waste paper and requesting that they be permitted to distribute in the schools a flyer announcing this collection. The Superintendent recommended that permission as requested be granted and that the public schools cooperate in every way with the Salvage Committee. On motion by Committeewoman Mrs. Conant and seconded by Committeeman Mr. Gummere it was voted that the Superintendent's recommendation be adopted.

The Superintendent presented a communication from J. Louis Doyle, Director of Art, advising that the Saturday Morning Art Class has completed its period of study in the museums of Harvard University and asking permission to use Rooms 101 and 103 in the Rindge Technical School Building from 9:00 a.m. to 12:00 M on January 29, February 5, 12, March 4, 11, 18, 25; April 1, 15; May 6, 13, 20, 27. The Superintendent recommended that permission as requested be granted. On motion by Committeewoman Mrs. Conant and seconded by Committeeman Gummere it was voted to adopt the Superintendent's recommendation.

The Assistant Superintendent presented the members with tentative copies of the Budget for the year 1944.

On motion by Committeewoman Mrs. Conant, seconded by Committeeman Wood, it was voted that the School Committee meet on Monday, January 24, 1944 at 8:00 p.m. for the purpose of considering and acting on the budget, completion of the organization of the committee and appointment of sub-committees by the chairman.

Relative to the matter of a course in Plastics at the Rindge Technical School, Headmaster John W. Wood appeared before the committee and outlined the plans and costs for starting the Plastics Course and advised that inasmuch as the student's programs for this school year are well under way it would be wise to wait and determine from the graduating classes of the Grammar schools and the present students at Rindge Technical School how large a number of students would be interested in taking this course. On motion by Mayor Corcoran and seconded by Committeeman Wood it was voted that further action in this matter be postponed until the second meeting of May and that the Headmaster be given authority to state at said meeting that such a course shall be established if there is sufficient demand.

UNFINISHED BUSINESS

Calendar:

On motion by Committeeman Wood and seconded by Committeeman Reardon it was voted to approve the text books recommended by the Superintendent at the meeting of January 3, 1944.

Tabled Matters:

On motion by Committeeman Foley and seconded by Committeeman Wood it was voted to take from the table the motion --

"The Superintendent of Schools shall consider the advisability of appointing as permanent teachers in the Cambridge School Department any qualified member of the Armed Services of the United States who at the time of induction was serving as a substitute teacher in the Cambridge School Department."

It was voted to amend this motion by adding "subject to the rules of the School Committee." On motion by Committeeman Foley and seconded by Committeeman Wood it was then voted to adopt the following motion as amended:

"The Superintendent of Schools shall consider the advisability of appointing as permanent teachers in the Cambridge School Department any qualified member of the Armed Services of the United States who at the time of induction was serving as a substitute teacher in the Cambridge School Department subject to the rules of the School Committee."

NEW BUSINESS

Committeeman Reardon requested that further consideration be given the case of Daniel Harrington, a janitor discharged by the 1943 School Committee. Committeeman Reardon moved that application be made to Civil Service for reinstatement of Mr. Harrington for the purpose of allowing Mr. Harrington to resign. Committeeman Foley seconded the motion. On the following roll-call the motion failed of adoption: Committeemen Foley, Reardon and Wood voting yes; Committeemen Mrs. Conant, Mr. Gummere and Mayor Corcoran voting no. Committeewoman Miss Kelleher absent.

It was voted to adjourn:

ADJOURNED.

EDWARD J. O'CONNELL,

Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

SPECIAL MEETING:

Monday, January 24, 1944

Called by vote of the School Committee (adopted at the meeting of January 17, 1944) for the following purposes:

1. Complete organization of the committee.
2. Appointment of sub-committees by the chairman.
3. Consider and act upon the budget for the year 1944.

Members present: Committeemen Mrs. Conant, Mr. Foley, Mr. Gummere, Mr. Reardon, Mr. Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Committeeman Wood it was voted to proceed to the election of a vice-chairman for the purpose of completing organization of the committee.

Committeewoman Mrs. Conant placed in nomination the name of Committeewoman Margaret M. Kelleher for vice-chairman. Committeeman Gummere seconded the nomination.

Committeeman Reardon placed in nomination the name of Committeeman John J. Foley. Committeeman Wood seconded the nomination.

The following roll call resulted:
Committeewoman Mrs. Conant voted for Margaret M. Kelleher.

Committeeman Foley voted for John J. Foley.

Committeeman Gummere voted for Margaret M. Kelleher.

Committeeman Reardon voted for John J. Foley.

Committeeman Wood voted for John J. Foley.

Mayor Corcoran voted for Margaret M. Kelleher.

Margaret M. Kelleher - 3 votes.
John J. Foley - 3 votes.

A motion be Committeewoman Mrs. Conant, "that the comittee proceed to other business and postpone action on the election of a vice-chairman ntil Committeewoman Miss Kelleher is able to be present" failed of adoption on the following roll-call; Committeemen Mrs. Conant, Mr. Gummere and Mayor Corcoran voting yes; Committeemen Mr. Foley, Mr. Reardon and Mr. Wood voting no.

The chair ordered the roll called for the purpose of again balloting for a vice-chairman. The following roll-call resulted.

Committeewoman Mrs. Conant voted for Margaret M. Kelleher.

Committeeman Foley voted for John J. Foley.

Committeeman Gcmmere voted for Margaret M. Kelleher.
Committeeman Reardon voted for John J. Foley.

Committeeman Wood voted for Richard M. Gummere.

Mayor Corcoran voted for Margaret M. Kelleher.

Margaret M. Kelleher - 3 votes.

John J. Foley - 2 votes.

Richard M. Gummere - 1 vote.

The chair ruled Margaret M. Kelleher elected to the position of Vice-Chairman. Committeeman Reardon protested the validity of the ruling. On motion by Committeeman Wood it was voted to again ballot for the position of vice-chairman. The following roll-call resulted:

Committeewoman Mrs. Conant

voted for Margaret M. Kelleher.

Committeeman Foley voted for John J. Foley.

Committeeman Gummere voted for Margaret M. Kelleher.

Committeeman Reardon voted for John J. Foley.

Committeeman Wood voted for Richard M. Gummere.

Mayor Corcoran voted for Margaret M. Kelleher.

Margaret M. Kelleher - 3 votes.

John J. Foley - 2 votes.

Richard M. Gummere - 1 vote.

The chair again ordered the roll called for the purpose of balloting for a vice-chairman. The following roll-call resulted:

Committeewoman Mrs. Conant voted for Margaret M. Kelleher.

Committeeman Foley voted for John J. Foley.

Committeeman Gummere voted for Margaret M. Kelleher.

Committeeman Reardon voted for John J. Foley.

Committeeman Wood voted for Richard M. Gummere.

Mayor Corcoran voted for Margaret M. Kelleher.

Margaret M. Kelleher - 3 votes.

John J. Foley - 2 votes.

Richard M. Gummere - 1 vote.

The chair ruled Margaret M. Kelleher elected to the position of Vice-Chairman. Committeeman Foley appealed from the decision of the chair. After debate Committeeman Foley withdrew his appeal by unanimous consent, and moved that the City Solicitor be requested to give an opinion as to the validity of the Chairman's ruling that Margaret M. Kelleher has been elected Vice-Chairman of the Committee. On the following roll-call Committeeman Foley's motion failed of adoption: Committeemen Mr. Foley, Mr. Reardon and Mr. Wood voting yes; Committeemen Mrs. Conant, Mr. Gummere and Mayor Corcoran voting no; Committeewoman Miss Kelleher absent.

The chair announced the appointment of the following sub-committees:

COMMITTEE ON BUILDINGS & GROUNDS:

Mrs. Cora Butler Conant - Chairman

Richard M. Gummere

Robert J. Reardon

COMMITTEE ON ATHLETICS:

Margaret M. Kelleher - Chairman
John J. Foley
Russell A. Wood

Committeeman Foley resigned as a member of the sub-committee on Athletics and asked unanimous consent to make a statement as to the reasons for his resignation. The chair made objection and Committeeman Foley raised a point of personal privilege "that he should be allowed to make a statement inasmuch as the matter personally concerned him. The chair denied the point of personal privilege. It was then voted on the following roll-call to adopt a motion by Committeeman Wood that Committeeman Foley be granted the right to make a personal statement: Committeemen Mrs. Conant, Mr. Foley, Mr. Gummere, Mr. Reardon and Mr. Wood voting yes; Mayor Corcoran voting no; Committeewoman Miss Kelleher absent.

At the conclusion of Committeeman Foley's statement the chair stated that the next order of business was consideration of the budget for the year 1944.

A motion by Mayor Corcoran and seconded by Committeeman Reardon that the budget be considered in executive session failed of adoption on the following roll-call: Committeemen Mr. Gummere, Mr. Reardon and Mayor Corcoran voting yes; Committeemen Mrs. Conant, Mr. Foley and Mr. Wood voting no; Committeewoman Miss Kelleher absent.

On motion by Committeewoman Mrs. Conant it was voted that the Superintendent report to the School Committee as to whether the increments to be paid military substitute teachers should be on the elementary level to which position they have been appointed, or whether they should be on the high school level to which position they have been transferred, and his reasons for his conclusions.

A motion by Committeeman Reardon, seconded by Committeeman Foley, that the salary of the secretary of the School Committee be raised from $2,547.30 to $2,808.13, thereby equalizing the salaries of both male secretaries, was negatived on the following roll-call: Committeemen Mr. Foley and Mr. Reardon voting yes; Committeemen Mrs. Conant, Mr. Gummere, Mr. Wood and Mayor Corcoran voting no; Committeewoman Miss Kelleher absent.

It was voted to recommend that the sum of $71,839.03 be appropriated for Administration Salaries.

It was unanimously agreed to postpone action on the proposed recommendation of $1,482,859.70 for Teachers' Salaries and $20,000.00 for Substitute Salaries.

It was voted to recommend that the sum of $8,280.00 be appropriated for Athletic Salaries.

A motion by Committeeman Wood that the recommended sum of $10,000.00 for Evening School Salaries be reduced to the amount expended for the year 1943, namely $8,339.00, failed of adoption on the following roll-call: Committeemen Mr. Foley, Mr. Gummere and Mr. Wood voting yes; Committeemen Mrs. Conant, Mr. Reardon and Mayor Corcoran voting no; Committeewoman Miss Kelleher absent.
It was then voted to approve the recommended sum of $10,000.00 for Evening School Salaries.

On motion by Committeewoman Mrs. Conant and seconded by Committeeman Gummere it was voted on the following roll-call that the recommended sum of $2,500.00 for Americanization Salaries be reduced to the 1943 expenditure of $2,230.50: Committeemen Mrs. Conant, Mr. Foley, Mr. Gummere and Mr. Wood voting yes; Committeemen Reardon and Mayor Corcoran voting no; Committeewoman Miss Kelleher absent.

It was voted to recommend that the sum of $129,566.41 be appropriated for Janitors' Salaries.

It was voted to recommend that the following appropriations be recommended:

Printing and Binding	$2000
Postage	800
Advertising	150
Transportation - Employees	800
Cartage and Freight	1200
Heating at Rindge	25000
Light and Power	17500
Rental (Museum exp. in lieu of rent, Storage of Cars)	600
Insurance	102
Communications-Telephone	3325
Motor Vehicles Repairs (Labor)	75
Cleaning (Laundry)	50
Fees-Registration of Cars	4
Repairs (Labor)	12000
Graduation Expenses	800

On motion by Committeeman Reardon, seconded by Committeeman Gummere, it was voted on the following roll-call that the recommended amount of $75.00 for "Travel Outside State" be increased to $200.00; Committeemen Mrs. Conant, Mr. Foley, Mr. Gummere, Mr. Reardon, Mr. Wood and Mayor Corcoran voting yes; Committeewoman Miss Kelleher absent.

It was voted to recommend that the following appropriations be recommended:

Office Supplies	$100
Fuel	35000
Medical Supplies	100
Cleaning Supplies	4000
Educational and Recreational	30000
Gasoline and Oil	100
Supplies not otherwise coded	1000
Motor Vehicle Parts	50
Text Books	16000
Materials-Bldg. Repairs	8000

On motion by Committeeman Wood it was voted on the following roll-call that the item "Teachers' Examinations - $1,200.00" be stricken from the budget: Committeemen Mrs. Conant, Mr. Foley, Mr. Gummere, Mr. Wood, and Mayor Corcoran voting yes; Committeeman Reardon voting no; Committeewoman Miss Kelleher absent.

On motion by Committeeman Wood it was voted that the Business Agent submit a list of pupils whose tuition is being paid to other cities and towns by the Cambridge School Committee.

It was voted to recommend that the sum of $1,800.00 be appropriated for "Tuition-County, other Cities and Towns."

Committeewoman Mrs. Conant moved that the recommended appropriation of $200.00 for "Committee Expenses" be reduced to $10.00. During debate Committeewoman Mrs. Conant withdrew her motion by unanimous consent, and it was voted to adopt a motion by Committeeman Wood to approve the recommended appropriation of $200.00 for "Committee Expenses" but that said fund shall apply to all committee expenses except the purchase of food.

following appropriations be recommended:

Minors License Refunds	25.00
Pensions	11,736.57
Retirem't Contribut'n C. 419	3,393.00
Workmens' Compensation	400.00
Furniture & Furnishings	3,000.00
Educational Equipment	3,000.00
Office Equipment	300.00
Athletic Clothing	2,000.00

On motion by Committeeman Wood it was voted on the following roll-call that the sum of $10,000.00 be appropriated and marked "For Plastics Course Only:" Committeemen Mr. Foley, Mr. Reardon, Mr. Wood and Mayor Corcoran voting yes; Committeewoman Mrs. Conant voting no; Committeeman Mr. Gummere not voting; Committeewoman Miss Kelleher absent.

On motion by Committeeman Wood it was voted on the following roll-call that a public hearing on the budget be held at the next regular meeting of the School Committee: Committeemen Mr. Foley, Mr. Gummere, Mr. Wood, and Mayor Corcoran voting yes; Committeemen Mrs. Conant, and Mr. Reardon voting no; Committeewoman Miss Kelleher absent.

It was voted to adjourn

ADJOURNED.

EDWARD J. O'CONNELL,

Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT

Monday, February 7, 1944

REGULAR MEETING:

Members present: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

At a special meeting of the committee, held on January 24, 1944, it was voted that a public hearing on the budget be held at this meeting. It was, therefore, voted on motion by Committeewoman Mrs. Conant that the meeting be opened to a public hearing to allow those present to offer any views that there may be on the budget

Owing to the large number present the hearing was held in Room 259 at Rindge Technical School. The following then appeared and discussed the matter of the lunch rooms in the high schools and a hot lunch program for the elementary schools:

John W. Wood: Headmaster of Rindge Technical School.

Timothy F. Downey: Headmaster of High and Latin School.

James P. Hoar: Concessionaire of the High School lunch rooms.

Mr. Garrity: Representing H. P. Hood & Company.

Dr. R. Newton Mayall: Representing the American Association Scientific Workers.

Mrs. Keefe: An employee of the Rindge Technical School lunchroom.

Mrs. Furry: Representing the Cambridge Citizens' Committee for Women in Industry.

Ray W. Guild: An attorney representing St Bartholomew's Church and the Cambridge Branch of the Greater Boston League for the Advancement of Colored People.

Mabel Brown: Representing the Cambridge Tuberculosis and Health Association.

Mr. William Conway:

James F. Fitzgerald: Former member of the School Committee.

At the conclusion of the public hearing it was voted, on the following roll-call to convene in executive session. Committeemen Dr. Gummere, Miss Kelleher, Mr Reardon and Mayor Corcoran voting yes; Committeemen Mr. Foley, Mrs. Conant and Mr. Wood voting no.

Relative to the motion:
"The Superintendent shall report to the School Committee as to whether the increments to be paid to military substitute teachers should be on the elementary level to which position they have been appointed or whether they should be on the high school level to which position they have been transferred, and his reason for his conclusions." The Assistant Superintendent reported that it is the Superintendent's recommendation that since these men are performing high school work that they are entitled to the high school increment of $150.00. A motion by Committeewoman Mrs. Conant "that military substitutes be given the increment to which their regular position entitles them" failed of adoption on the following roll-call: Committemen Mrs. Conant and Dr. Gummere voting yes; Committeemen Mr. Foley, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting no.

It was voted on the following roll-call that a sum of $1,000.00 be appropriated and included in the budget for the purpose of auditing the accounts of the School Department and that the services of Patrick J. Moynihan, C. P. A., be continued: Committeemen Mrs. Conant, Dr. Gummere, Miss Kelleher, Mr Wood and Mayor Corcoran voting yes; Committeemen Mr. Foley and Mr. Reardon voting no.

On the following roll-call it was voted that a sum of $17,000.00 be appropriated and included in the budget as the School Committee's contribution towards the operation of the Child Day-Care Classes under the Lanhan Act: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting yes.

A motion was made that a sum of $30,000.00 be appropriated and included in the budget for "food" to be designated as $20,000.00 for the high school lunchrooms and $10,000.00 for the elementary schools. A substitute motion was made and adopted on the following roll-call that a sum of $10,000.00 be appropriated and included in the budget for "Hot Lunch Program—Elementary Schools;" Committeemen Mrs. Conant, Mr. Foley, Dr Gummere and Mr. Wood voting yes; Committeemen Miss Kelleher, Mr. Reardon and Mayor Corcoran voting no.

On the following roll-call it was voted that a sum of $20,000.00 be appropriated and included in the budget for 'Food" for the two high school lunchrooms. Committeemen Mrs Conant, Mr. Foley, Dr. Gummere and Mr. Reardon voting yes; Committeemen Miss Kelleher, Mr. Wood and Mayor Corcoran voting no.

It was voted that the item "Athletic Clothing—$2,000.00" as appearing in the budget be increased to $3,000.00.

It was voted to reconvene in open session.

The Superintendent recommended that John W. Wood. headmaster of the Rindge Technical School be granted permission to attend the 1944 meeting of the Headmasters' Association to be held at Rye, New York, Thursday and Friday, February 10 and 11; and further that a sum of $30.00 be appropriated to "Travel Outside State" and included in the budget for the year 1944 for the purpose of defraying Mr. Wood's expenses to said meeting. On the following roll-call it was voted to approve the Superintendent's recommendation: Committeemen Mrs. Conant, Mr. Foley, Mr. Gummere Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting yes.

It was voted to approve the Superintendent's recommendation that the Dramatic Club of the High and Latin School be granted permission to conduct a drive for voluntary subscriptions for a scholarship fund through the collection of five and ten cent contributions by the purchase of War Stamps and Bonds.

On motion by Committeeman Wood it was voted that the votes passed in executive session be ratified and affirmed.

Vice-Chairman Miss Kelleher in the chair.

Mayor Corcoran moved that the item of $20,000.00 for food for the two high schools be eliminated from the budget. Committeeman Wood seconded the motion. On the following roll-call this motion failed of adoption: Committeemen Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes; Committeemen Mrs. Conant. Mr. Foley. Dr. Gummere and Mr. Reardon voting no.

On motion by Committeeman Wood it was voted on the following roll-call that the budget as amended in executive session be adopted and referred to the City Manager: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon. Mr. Wood and Mayor Corcoran voting yes.

RECOMMENDED BUDGET—1944

A-1	Salaries:	
	Administration	$ 71,839.02
	Teachers:	
	Day Schools	1,482,859.70
	Substitutes	20,000.00
	Athletics	8,280.00
	Physician	3,200.00
	Evening Schools	10,000.00
	Americanization	2,230.50
	Janitors	129,566.41
B-1	Printing and Binding	3,000.00
B-	Postage	800.00
B-3	Advertising	150.00
B-4	Transportation of Employees	800.00
B-5	Cartage and Freight	1.200.00
B-7	Heating at Rindge	25,000.00
B-8	Light and Power	17,500.00
B-10	Rental (Museum Exp. in liue of rent, Storage of Cars)	600.00
B-11	Insurance	102.00
B-13	Communications	3,325.00
B-14	Motor Vehicle Repairs (Labor)	75.00
B-18	Cleaning (Laundry)	50.00
B-27	Testing—Materials and Supplies	200.00
B-28	Audit of Accounts	1,000.00
B-31	Extermination—Insects and Rodents	900.00
B-35	Fees—Registration of Cars	4.00
B-39	Repairs (Labor)	12,000.00
B-42	Graduation Expenses	800.00
B-44	Travel Outside State	200.00
D-1	Office Supplies	800.00
D-3	Fuel	35,000.00
D-5	Medical Supplies	100.00
D-8	Cleaning Supplies	4,000.00
D-9	Educational and Recreational Supplies	30,000.00
D-11	Gasoline and Oil	100.00
D-16	Supplies Not Otherwise Coded	1,000.00
D-17	Motor Vehicle Parts	50.00
D-18	Text Books	16,000.00
E-1	Materials for Building Repairs	8,000.00
F-1	Teachers Examinations	
F-2	Tuition to County and Other Cities	1,800.00
F-3	Committee Expenses	200.00
F-4	Transportation of Pupils	5,000.00
F-5	Minors License Refunds	25.00
F-8	Pensions	11,736.57
	Retirement Contribution	
	Retirement Contribution Chap. 419	3,393.00
F-11	Workmen's Compensation	400.00
F-12	Food (High Schools)	20,000.00
F-13	Food (Hot Lunch Program Elementary Schools)	10,000.00
F-14	Lanham Act Funds	17,000.00

G-4	Motor Vehicles	
G-7	Furniture and Furnishings	3,000.00
G-8	Educational Equipment	3,000.00
	Plastics	10,000.00
G-5	Office Equipment	300.00
G-16	Athletic Clothing	3,000.00
G-17	Equipment not Otherwise Coded	100.00
	Total	$1,979,776.20
	Less Salaries of Personnel in Armed Services	119,711.31
		1,860,064.09

It was voted to make part of the records the following report received from Patrick J. Moynihan, C. P. A.:

PATRICK J. MOYNIHAN, C. P. A.

Boston, Mass.

February 7, 1944

To the
Cambridge School Committee
1700 Cambridge Street
Cambridge, Massachusetts.

I have completed examination of your books and records for a two-month period ended August 31, 1943 which completes the twelve-month audit period authorized by your predecessor committee. Reports for the prior months have already been filed.

All entries of record were checked in detail. The following errors and omissions were noted:

Purchase Order No.	Amount	Comment
3834	$17.50	entered but not extended into proper classification.
3994	12.00	entered but not extended into proper classification.
4014	10.00	not entered in encumbrance book.
4019	41.50	entered (in pencil) but not extended into proper classification.
4095	24.00	garage rental 3 months—purchase order not approved by Assistant Superintendent.
4097	71.66	service exterminating mice and rats—purchase order not approved by Assistant Superintendent.
4098	4.60	gas and oil for auto purchase order not approved by Superintendent.
4099	36.05	expressage for July—purchase order not approved by Assistant Superintendent.
4100	56.70	expressage for July—purchase order not approved by Assistant Superintendent.
July 13	165.82	George Deen Fund Receipts—not recorded.
Total of Receipts	102.74	entered as $ 8.98
Total of Receipts	154.36	entered as 154.63

Many figures of permanent value are entered in pencil. These include page totals and monthly totals, totals of payments recorded in the appropriation ledger, unexpended balances and such itms. It is advisable that all such records be inked in. The bookkeeping work, when done by Miss Ryan is generally accurate and reliable. In my opinion the record keeping could be brought above criticism by giving her the exclusive responsibility for entries in the encumbrance ledger. The appropriation ledger, the expense book, the receipts book and the warrants in other words the strictly bookkeeping routine of the office. At the present time she is "'doing a little of everything."

There is need of another clerk in the office principally because (1) the Child Day Care program inaugurated in July has substantially increased the clerical work (2) the sharp increase in working certificates has demanded increased time from the clerical force and (3) the delay of almost six months in filling a clerical vacancy caused most of the less important clerical work to lag behind.

I therefore recommend the appointment of a temporary clerk to be paid out of funds available under the Lanham Act. The increased volume of clerical work due to Child Day Care is evident from the figures:

Receipts July 1 to January 21, 1944	$43,891.00
Expended during the same period	25,574.50
Balance January 21, 1944	$18,316.50

Working Certificates

The unusual increase in working certificates requires that clerks assigned to other duties have to frequently leave their regular work to help issue them. The Assistant Superintendent has discussed with me a plan to relieve the present pressure from working certificates. I strongly urge its adoption.

Pay Rolls

All pay roll balances paid to teachers in July were checked and found correct. The computation to arrive at the balance due each teacher at the end of the school year is complicated, difficult and time consuming. There are two standard plans of payment to teachers —the ten payment and twelve payment plans. Under the former plan the teacher's annual salary is paid in ten equal installments over the momths September to June. The principal objection to this arrangement is offered by teachers who are without income for almost three months of the year. Under the twelve payment plan the annual salary is distributed in twelve equal installments, the salaries for July and August being mailed to the teacher's address of record.

The plan used in Cambridge is a combination of both. The teachers are paid 1-12 of the annual salary each month except in June when two twelfths are paid. The balance due is then computed as the difference between the one tenth which should have been paid each month and the amount actually paid, where step rates or other increases change the initial September salary an additional complication is introduced. It is recommended that your board appoint a sub-committee to inquire into the system of paying teacher's salaries with a view to simplifying the procedures now in effect. My personal opinion is in favor of twelve monthly payments with the July and August payments mailed to the teachers. This will remove the objection usually offered to the ten payment plan, a long span of time between the final payment in one year and the first payment of the succeeding year.

Accounts Receivable

According to your records the following charges remain unpaid on the books:

Anna R. Brunaccini, Belmont $8.00. Tuition Evening High School.

Jacqueline F. Morris, Somerville $8.00. Tuition Evening High School.

Henrietta A. Rosen, Boston $8.00. Tuition Evening High School.

Victory Garden Committee, Cambridge $19.00. Rental of Longfellow Hall.

Cornelius J. Shea, Cambridge $35.24. Old iron sales from N. D. T.

Jared Reynolds, Somerville $155.00. Tuition High and Latin.

Total $233.24.

Two financial statements are appended:

(A) Statement of Appropriations, Encumbrances and Payments made January 1 to August 31, 1943.

(B) Statement of Receipts January 1 to August 31, 1943.

Yours very truly,

PATRICK J. MOYNIHAN, C. P. A.

STATEMENT OF APPROPRIATIONS AND ENCUMBRANCES AND EXPENDITURES FOR EIGHT MONTHS ENDED AUGUST 31, 1943

Item	Adjusted Appropriation	Encumbrances	Unencumbered Balance	Payments Made
Administrative Salaries	$ 71,940.83	47,102.10	$ 24,838.72	$ 47,102.10
Teachers' Salaries				
Day School	1,414,961.52	923,506.48	491,455.04	923,506.48
Substitutes	16,000.00	12,217.00	3,783.00	12,217.00
Athletics	8,025.00	5,261.67	2,763.33	5,261.67
Evening Schools	11,000.00	5,169.00	5,831.00	5,169.00
Americanization	2,500.00	1,478.50	1,021.50	1,478.50
Teachers' Examinations	1,500.00	15.00	1,425.00	75.00
Janitors' Salaries	130,810.00	83,428.57	47,381.43	83,428.57
Text Books	16,000.00	13,284.28	2,715.72	1,823.85
Supplies	29,825.00	13,199.74	16,625.26	9,673.18
Nursery Class Supplies	2,000.00	726.29	1,273.71	726.29
Tuition	1,800.00	1,066.31	733.69	736.48
Transportation of Pupils	4,400.00	2,413.00	1,987.00	2,413.00
Fuel	35,000.00	26,440.33	8,559.67	26,436.16
Heating at Rindge	21,000.00	17,431.99	3,568.01	17,431.99
Light and Power at Rindge	3,000.00	1,397.94	1,602.06	1,297.94
Light	13,000.00	8,469.69	4,530.31	7,980.71
Power	1,500.00	1,242.01	257.99	1,068.14
Janitors' Supplies	4,000.00	3,225.75	774.25	1,967.76
Furniture and Furnishings	3,000.00	1,299.30	1,700.70	193.35
Athletic Clothing	2,000.00	799.84	1,200.16	799.84
Pensions	8,586.30	5,547.38	3,038.92	5,547.38
Retirement Contributions	6,573.25	6,572.25	....	6,572.25
Kindergarten Xmas Expense	90.00	....	90.00	....
Minors' License Refunds	30.00	10.50	19.50	10.50
General Expense	8,600.00	4,439.48	4,110.52	4,112.81
Other Expense	3,000.00	1,515.41	1,484.59	1,400.12
Repairs	25,000.00	11,235.06	13,764.94	7,468.03
Lanhan Act (including receipts)	31,852.00	11,148.91	20,703.09	6,275.24
Audit of Books	1,000.00	....	1,000.00	....
Special Athletic Bills	3,175.00	3,175.00	....	3,175.00
TOTALS	$1,881,167.89	$1,212,868.78	$668,299.11	$1,185,288.34

Statement of Receipts

January 1 to August 31, 1943

Telephone	$ 73.32
Minors' Licenses	46.75
Lunches	70.05
High and Latin Matrons	34.95
Rent of Halls	165.78
Fires and Damages	165.17
Sales	428.43
Miscellaneous	56.00
Tuition—Day Schools	2050.00
Tuition—Evening Schools	17.00
Tuition—Vocational Schools	116.04
Vocational Sales	8.00
Lanham Act Receipts	9723.00
George Deen Fund	165.62
Refunds	204.00
Deposit on Bids	3150.00
Totals	$16,474.31

A communication was received from Charles F. MacDonald, formerly a janitor in the School Department, asking that he be reinstated to the position of janitor. It was voted that this request be referred to the Committee on Buildings and Grounds.

Report of Committees

Committee on Buildings and Grounds:

It was voted that the following report of the Committee on Buildings and Grounds be approved and the recommedation contained therein adopted. adopted:

Committee on Buildings and Grounds

Meeting of February 7, 1944

Present: Mrs. Cora Butler Conant, Chairman; Dr. Richard M. Gummere, Mr. Robert J. Reardon.

It was voted to recommend that in the future when use of the High and Latin School Auditorium or Rindge Technical School Auditorium is granted to any person or organization whether connected with the School Department or not, that the use of the grand pianos located in these auditoriums be not permitted to the lessee without the approval of the Director of Music; and, further that no piano in any school auditorium be moved from its permanent location without the approval of the Director of Music and the Chief Custodian.

It was voted to adjourn.

MRS. CORA BUTLER CONANT,

Chairman.

It was voted to make part of the records the following communication from Civil Service, together with tentative classifications of positions in the Cambridge School Department outlining also a statement of duties:

Commonwealth of Massachusetts
Division of Civil Service

January 18, 1944

Hon. John H. Corcoran
Chairman, School Committee
Cambridge, Mass.
Dear Mr Mayor:

I am sending you herewith a tentative classification of positions in the Cambridge School Department, together with duties statements.

Will you please have the members of the committee look over this allocation list and send me any comments which they care to make regarding it

Very truly yours,

J. J. LUPIEN
Director of Civil Service.

Organization as it Appears From Position—Classification Questionnaires

C 40 Secretary, School Committee
O'Connell, Edward J.

C 41 Secretary, Superintendent of Schools
Donovan, William F.

C 55 Senior Clerk and Typist
Cassidy, Mary F.*
Donovan, Catherine J.*
Faulkner, Elizabeth G.*

Healey, John J.*
Kiely, Agnes V.*
Nugent, Beatrice A.*
Pike, Marion H.
Ryan, Katherine V.*
Wadden, Agnes M.
Walsh, Marie E.

C 64 Storekeeper
Holland, Robert W.*

C 64a Assistant Storekeeper
Lally, Charles V.*

C 104 Business Agent
Church, Constantine J.

C 104a Assistant Business Agent
Liston, Gerald T.*

C113 Telephone Operator
O'Connor, Cecilia .

*Subject to qualifying examination.

C 175 Supervisor of Attendance
Hurley, Denis
Keane, John T.
Martin, Walter J.
McDermott, Jeremiah F.
Walsh, Edward F.
Walsh, Joseph W.

C 233 Supervisor of Custodians
Fitzgerald, William J

C 232 Senior Building Custodian
Campbell, John*
Courtney, Michael J.*

C 231 Junior Building Custodian
Carney, Timothy F.
Casey, Edward J.
Cohen, Abraham
Connell, Walter F.
Connors, Patrick
Cummiskey, Raphael T.
Cunningham, Thomas J.
Cusack, John H.
Devereaux, Wm. J., Jr.
Fitzpatrick, Wm. L.
Gardner, John E.
Grant, James R.
Harrington, Daniel L.
Healey, Dennis J.
Healy, Thomas F.
Henry, James F.
Hughes, Thomas J.
Lackie, Wm. H
Lienhard, Joseph E.
MacHugh, John P.
Martin, William J.
Mahoney, Matthew J.
Mohan, Thomas W.
Moran, John J.
Murphy, Arthur J.
Mcarthy, William .
McCormack, Cornelius P.
McKenna, Michael
McQueeney, John J.
Nelson, Arnold W.
O'Loughlin, Peter J.
ONeill, Patrick J.
Reagan, Jeremiah
Reid, Martin E.
Smith, Clarence H.
Smith, Gardner
Spagnuolo, Pellegrino G.
Splaine, John
Sullivan, Daniel
Sullivan, Wm. J.
Walsh, James W.
Williams, Roy L.

C 230 Janitress
Duffy, Margaret
McGuinness, Eva M.

C 235 School Matron
Cooper, Mary T.
Coyle, Alice G.*
Coyne, Mary L.
Joyce, Julia T.*
Lynch, Margaret T.*
MacDonald, Ethel B.
McAuliffe, Honora M.*
McAvoy, Catherine F.*
Moylan, Alice R.
Murphy, Alice M.
Murphy, Elizabeth H.*
O'Keefe, Mary E.
Powers, Etta*
Quinn, Julia V.
Shea, Mary T.*
Walsh, Catherine F.

C 285e Nutrition Class Attendant
Fitzgerald, Helen B.*
Keane, Mary E.*
Kenney,Mary M.*
Kinneen, Lillian A.*
O'Keefe, Josephine*
Rogers, Agnes J.*

*Subject to examination (competitive basis).

Title:

C 40 (Class 2)

Secretary, School Committee

Duties:

Under general direction, to notify committee members of meetings; to attend meetings and record votes, orders and proceedings; to notify teachers and employees of action affecting them; to handle all correspondence, records, files and reports; and to perform related work as required.

C 41

Title:

Secretary, Superintendent of Schools

Duties:

Under general direction, to handle the correspondence, records and reports of the Superintendent of Schools; to relieve him of administrative detail; to interview callers and answer telephone inquiries. to do clerical work of a high degree of difficulty and responsibility; to plan and direct work and make special and general assignments; and to perform related work as required.

C 55 (Class 3)

Title:

Senior Clerk and Typist

Duties:

Under supervision, to do clerical work of more than ordinary difficulty and individual responsibility involving general familiarity with office processes, and individual judgment in the carrying out of established procedure and in applying provisions of the law and regulations; where necessary to operate a typewriter in connection with such work; in some cases to have supervision over a small group of other employees on routine office work; and to perform related work as required.

Examples:

Keeps simple accounting records such as individual ledger accounts of relief recipients; examines vouchers, claims, invoices, payrolls and checks, together with supporting data for accuracy of extensions, footings, and other mathematical calculations and for conformity with law and established procedure and regulations prior to payments; keeps time, payroll and other departmental personnel records; types from clean copy or rough draft, letters, reports, memoranda and tabular data; files letters, reports and memoranda; occasionally operates office appliances such as calculating, adding and dupliating machines; does related work as required.

C 64 (Class 5)

Title:

Storekeeper

Duties:

Under general supervision, to have charge of warehouse or storeroom handling large quantities of varied materials; to supervise helpers in the work involved; and to perform related work.

C 64a (Class 5)

Title:

Assistant Storekeeper

Duties:

Under immediate supervision, to assist the storekeeper in handling large quantities of varied materials; to fill requisitions from stock; to keep account of supplies received and issued; and to perform related work as required.

C 104 Class 8)

Title:

Business Agent

Duties:

Under general direction, to keep and audit all accounts of the department; to prepare the annual budget; to purchase all supplies and keep account of them; and to perform related work as required.

C 104a (Class 8)

Title:

Assistant Business Agent

Duties:

Under supervision, to assist the business agent in the purchase of books and supplies; to issue supplies; and to perform related work as required.

C 113

Title:

Telephone Operator

Duties:

Under supervision, to operate a telephone switchboard; and to do related work.

C 175 (Class 19)

Title:

Supervisor of Attendance

Duties:

Under general direction; in accordance with Section 13 of Chapter 77, G. L., "to inquire into all cases arising under Section 1, 2, 4-11 inclusive and 15 of Chapter 76, sections 3, 4, 5 and 8 of this chapter and sections 90, 92, 93 and 95 of chapter 149, to make complaints and serve legal processes issued under this chapter. Upon order of the court, to have oversight of children placed on probation under section 7, of children suffering want to whom sections 49 to 51 inclusive of chapter 119 apply, of minors licensed by the School Committee under section 19 of chapter 101 and of children admitted to or attending shows or entertainments contrary to section 197 of chapter 140. To apprehend and take to school without a warrant any truant or absentee found wandering in the street or public place."

C 230

Title:

Janitress

Duties:

Under supervision, to do work of general cleaning of rooms and corridors of public buildings; and to do related work.

C 231

Title:

Junior Building Custodian

Duties:

Under immediate supervision, to be in charge of a building with no other employees under him, or to be employed under the supervision of a senior building custodian; and to perform related work as required.

Examples of Work:

To dust, sweep, mop, scrub, and wax floors and walls of offices, halls, wards, staff quarters, dining rooms, kitchens, bathrooms, operating rooms, and laboratories; to clean plumbing fixtures; to collect and burn trash; to collect and dispose of garbage and other waste; to assist in moving furniture and equipment; to service water coolers and iceboxes; to wash windows; to collect soiled dishes and silverware after meals; to provide washrooms with soap, towels, and other necessary supplies; occasionally, to do minor repair work on buildings and equipment or to assist a maintenance man in such work; to run errands; to maintain watch over property and grounds; to operate passenger and freight elevators; to clean sidewalks and perform manual labor of lawn and garden maintenance; and to do related work as required.

C 232 (Class 24)

Title:

Senior Building Custodian

Duties:

Under supervision, to be in charge of a building and work and have supervision over other employees; to have responsible charge of the care, cleaning, operating, heating and requisitioning of construction and maintenance work, of the physical plant of a city building, and for the care and upkeep of the surrounding grounds; to be responsible for the practical routine and operation and maintenance of the heating plant and other mechanical equipment; and to do related work.

Examples:

Is responsible for the custodian and mechanical forces in schools and for the firemen operating the heating and mechanical plant; makes periodical inspections; sees that the current routine of operation and upkeep is attended to properly; recommends improvements and oversees new construction; requisitions, issues, and has custody of tools, supplies and materials, keeps records of such items, and of work performed, and makes reports thereon; removes snow and ice from the walks, cares for the lawns and shrubs; checks fuel deliveries and displays the American flag according to custom.

C 233 (Class 24)

Title:

Supervisor of Custodians

Duties:

To supervise the work of all the custodians, adjust complaints, and recommend improvements in the service; to supervise the work of spare custodians; instruct them as to their duties, and assign them as to relief of regular custodians; to keep record of, and to issue all custodians', mechanics' and other supplies, to take care of minor repairs to buildings by assigning jobs to various departments; and to perform related work as required.

Title:

School Matron

Duties:

Under supervision, to have charge of cleanliness and proper use of teachers and pupils' facilities; to supervise pupils when not in the classrooms; to distribute milk or food to pupils; to render first aid; and to perform related work.

Examples of Work:

To clean and keep in order assigned rooms, toilets, lockers, baths and wash rooms; to be responsible for conduct of pupils when arriving at or leaving school, when in lunch rooms, at recess, or when not under direct supervision of teachers; to distribute milk or food to pupils, collect money for it, and collect milk bottles after use; to render first aid to pupils, and take them home when ill; to render any assistance to teachers and pupils as principal of school may require, to report to principal improper use of any facilities, loss of keys, etc.; to assist in distributing supplies.

Title:

Nutrition Class Attendant

Duties:

Under supervision to order, cook and serve food to children in open air classes; to care for children during rest periods; to keep quarters clean and in order; and to perform related work as required.

Examples of Work:

To make requisitions for food and other supplies, to prepare the food, cook it, and serve it to the children; to keep rooms, tables, and other facilities clean and in good order, including washing dishes, washing floors, cleaning tables; to maintain discipline among the children during rest period and at other times.

It was voted that Troop No. 36, Boy Scouts, be granted permission to use the auditorium of the Lowell School for the purpose of holding a meeting on Wednesday, February 9, from 7.30 p. m. to 9.30 p. m.

It was voted to make part of the records the following communication from the Salvage Committee:

Cambridge Salvage Committee

January 26, 1944

Cambridge School Committee
1700 Cambridge Street
Cambridge, Mass

Gentlemen:

We want to take this opportunity to inform all members of the School Committee of the splendid work done by the boys of the Cambridge Public Schools (including both Cambridge Public High Schools) in the Waste

Paper Drive held throughout the city on Sunday, January 23d.

All these boys worked under quite a handicap account of the continuous rain we had all that day. However, it was a job "well done."

We got a very good response for volunteers for this work from the Masters of the various schools; and much credit is due Mr. Tobin, for the part he played in arousing the enthusiasm of the schools on this drive.

Very truly yours,
FRANK H. TOWNSEND,
Chairman.

It was voted that the Cambridge Teachers' Club be granted permission to use the Edward W. Quinn Auditorium of the Rindge Technical School on Sunday evening, April 16, for a concert by the pianist, Jesus Maria Sanroma, upon payment of janitors' fees.

It was voted that the Cambridge Teachers Club be granted permission to use the Agassiz School Auditorium, upon payment of janitors' fees, on the evening of February 11 to show action films of recent naval battles.

A communication was received from Mrs. Harry P. Wood, representing the parents and interested friends of the children living in the vicinity of the Lowell School asking that a public hearing be held relative to the reopening of the Lowell School. On motion by Committeewoman Mrs. Conant it was voted that the Superintendent submit a report on the Lowell School and that a public hearing be held on Monday, March 6, 1944 for the purpose of discussing this matter.

Committeeman Reardon again requested that the matter of Daniel Harrington, janitor discharged from his position, be given further consideration. It was voted that this matter be referred to the Committee on Buildings and Grounds for report at the next meeting.

On motion by Committeewoman Mrs. Conant it was voted that the Superintendent of Schools report on the advisability of having some women teachers at Rindge Technical School, such a report to cover women substitutes as well as permanent teachers and to concern itself with the educational as well as the practical aspects of the matter.

It was voted to adjourn:

ADJOURNED.

EDWARD J. O'CONNELL,
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, February 21, 1944

REGULAR MEETING:

Members present: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Committeewoman Mrs. Conant it was voted that the minutes of the meeting of February 7, 1944 be amended by inserting in the list of persons who addressed the committee relative to the budget the name of former School Committeeman James F. Fitzgerald; and, further, to insert the following sentence: "Owing to the large number present the hearing was held in Room 259 at the Rindge Technical School instead of in the School Committee offices." It was then voted to approve the minutes of the meeting of January 3, January 17, January 24 and February 7.

Committeewoman Mrs. Conant moved that the Moynihan Report dated June 24, 1943 be made part of the records and included in the minutes of the meeting of July 15, 1943. It was voted to adopt a motion by Committeeman Foley that this motion lay on the table.

A communication was presented from the City Council requesting advice as to why members of the graduating classes who enter the armed forces during the school year are not given their diplomas upon leaving school. The Assistant Superintendent stated that any student who is a member of the senior class in good standing at the time of induction into the armed services is awarded a diploma. The award is made at the regular graduation exercises in June. However, upon induction he is given a statement by the headmaster of the school certifying that he has been granted permission to terminate his studiues without prejudice to his scholastic standing and further that he has met all requirements for graduation and is entitled to receive the diploma of the school. Should his assignment in the armed services prevent his attendance at the graduation exercises in June a member of his family is asked to attend and receive the diploma for him. It was voted on motion by Committeewoman Mrs. Conant that the Assistant Superintendents explanation be forwarded to the City Council.

On motion by Committeeman Reardon it was voted to make part of the records the following notice from the City Council:

IN CITY COUNCIL

February 14, 1944

Ordered:

That the sum of Thirty Dollars ($30.00) be and the same hereby is appropriated to the School Department, Schedule B-44, Travel Outside State; said sum to be included in and made part of the tax levy for the year 1944.

A true copy:

Attest: FREDERICK H. BURKE,
City Clerk.

Superintendent of Schools

(Reports and Recommendations)

The Assistant Superintendent advised that some time last year the School Committee voted to resume participation of the various schools in the one-cent milk program, and that officials of the Food Distribution Administration have now informed this department that if the School Committee approves, all public school children in the city of Cambridge will be furnished milk at the rate of 2 cents per half-pint bottle, starting March 6, 1944. The Assistant Superintendent recommended that the offer of the

Food Distribution Administration be accepted. On motion by Committeewoman Mrs. Conant it was voted to approve the Superintendent's recommendation.

The Superintendent recommended that Ethel E. Sullivan, teacher at the Ellis School, be granted leave of absence without stipend from February 1, 1944 to July 1, 1944 because of illness. On motion by Committeeman Reardon it was voted that the Superintendent's recommendation be adopted.

The Superintendent recommended the adoption of the following Text Books, this recommendation to lay on the table in accordance with the rules:
Published by Allyn & Bacon

Our Inviromment: How We Adapt Ourselves To It, by Wood and Carpenter, Grade 8.

The Community Where I Live, by Pierce, Grade 3.

Our America, by Townsend, Grade 4.

Adventures in English, by Burleson and Cash, Grade 7.

Refresher in Arithmetic, by Stein, Grades 7-12.

Global Geography for High Schools, by Van Cleefe, Grade 10-12.

The Making of Our United States, by Hughes, Grade 10.

The Making of Today's World, by Hughes, Grade 10.

Elements of Chemistry, by Brownlee and others.

Your Home and You, by Greer, Grades 7-9.

Foods for Home and School, by Greer, Grade 10.

Au College Militaire, by Fay, Grade 7-9.

On motion by Committeeman Gummere it was voted to approve a recommendation of the Superintendent that the Cambridge Council, Boy Scouts of America, be granted permission to display in all the Cambridge Public Schools a poster relating to the campaign to extend the program of the Boy Scouts of America.

Report of Committees

It was voted that the following report of a joint meeting of the Committee on Buildings and Grounds and Committee on Athletics be accepted and the reommendations contained therein adopted:

Joint meeting of the Committee on Buildings and Grounds and Committee on Athletics, held on February 10, for the purpose of discussing the outdoor running track situated in the playyard of the High and Latin School.
Present:

,Chairman Cora Butler Conant—Committee on Buildings and Grounds.
Chairman Margaret M. Kelleher—

Committee on Athletics.

Committeeman Richard M. Gummere.

Committeeman Robert J. Reardon.

Leander A. MacDonald, Director of High Schools Athletics.

Thomas Duffy, Coach of Track—Rindge Technical School.

Edmond J. Murphy, Coach of Track —High and Latin School.

Wm. J. Fitzgerald, Chief Custodian.

Margaret M. Kelleher in the chair.

The joint committee discussed at length the matter of rebuilding or repairing the present track and it was voted that Coaches Duffy and Murphy and Director MacDonald confer with either the City Engineering Department or Mr. J. Louis Doyle of the School Department for the purpose of having plans and specifications drawn up for the proper renovation of this track and fixing the shower room at the High and Latin Gym to suit the needs of the Athletic Department. It is understood that these plans and specifications are to be supplied without cost to the School Department. Lacking the services of either Mr. Doyle or the Engineering Department, the coaches and director are to report back to the joint ommittee for further instrutions.

It was voted to adjourn.

ADJOURNED.

Committee on Buildings and Grounds:

It was voted on the following roll-call that the report of the Committee on Buildings and Grounds as set forth below be accepted and the recommendations contained therein be adopted: Committeemen Mrs. Conant, Mr. Foley, Mr. Gummere, Miss Kelleher, Mr. Reardon, and Mayor Corcoran voting yes; Committeeman Wood absent.

Committee on Buildings and Grounds

Meeting of February 21, 1944

Present: Mrs. Cora Butler Conant, Chairman; Committeeman Richard M. Gummere, Committeeman Robert J. Reardon, Asst. Headmaster Francis T. McCabe, Rindge Technical School; Asst. Superintendent John M. Tobin, Harry A. Hodgdon, Heating Engineer.

The Committee conferred at length with Mr. Hodgdon relative to his survey of the heating system at Rindge Technical School.

It was voted that in accordance with the recommendation contained in Mr. Hodgdon's report that a hot water booster be installed in the cafeteria of the Rindge Technical School, expense of same to be borne by the School Department; that the thermostats throughout the building be checked and repaired by the manufacturers; and that the Committee on Buildings and Grounds confer with the Chief of the Fire Department and the City Manager for the purpose of securing a more equitable payment for heat furnished to the fire headquarters building.

It was voted to recommend that the Johnson Service Company make a survey of the automatic heat control system at Rindge Technical School at a cost not to exceed $150.00, the Johnson Service Company to report their findings direct to the Committee on Buildings and Grounds.

At a meeting of the School Committee held on February 7, it was voted to refer to this sub-committee a request received from Charles F. MacDonald, formerly a custodian in the School Department, asking for reinstatement and your Committee wishes to recommend that, subject to the approval of Civil Service, that Mr. MacDonald be reinstated.

It was voted that the matter of re instatement of Daniel Harrington, custodian discharged for cause, be referred backto the School Committee without recommendation.

It was voted to adjourn.

MRS. CORA BUTLER CONANT,
Chairman.

Committeeman Reardon moved that Daniel Harrington, be reinstated as custodian without prejudice and that his resignation be received and acepted. It was voted to adopt a motion by Committeeman Foley that Committeeman Reardon's motion lay on the table pending receipt of the resignation from Mr. Harrington.

Reporting for the Committee on Athletics, Vice-Chairman Miss Kelleher recommended that a schedule of athletic bills dating back to 1939 be paid from the High Shools Athletic Fund. On motion by Mayor Corcoran it was voted that these bills and invoices be referred to Patrick J. Moynihan, C. P. A. and Mr. C. J. Church, Business Agent of the School Department, for examination and approval for payment from the High Schools Athletic Fund, if same are found to be true and correct, and a report of their findings be submitted at the next meeting of the School Committee.

On motion by Vice-Chairman Miss Kelleher it was voted that all firms doing business with the Athletic Department be notified that all bills due and payable are to be rendered on the first of each month in order to expedite payment.

Vice-Chairman Miss Kelleher advised the committee that two bills have been presented for dental work to athletes injured while representing their schools in athletics contests, one for $125.00 and one for $90.00, and that she had sought the advise of a highly qualified member of the dental profession whose opinion is that a charge of $50.00 in each instance would be more than sufficient.

Vice-Chairman Kelleher in the chair.

On motion by Mayor Corcoran it was voted that the Chairman of the Athletic Committee endeavor to hold a meeting of the Committee on Athletics for report and recommendation at the next meeting relative to these dental bills.

Mayor Corcoran in the chair.

Unfinished Business

Awaiting Report:

Relative to the motion that he consider the advisability of appointing as permanent teachers in the Cambridge School Department any qualified member of the armed services of the United States who at the time of induction was serving as a substitute teacher in the Cambridge School Department, the Assistant Superintendent reported as follows:

"I have discussed this matter several times with the Superintendent of Schools and he feels that no action should be taken at this time. The numbers in our high schools (and they will be the ones chiefly affected) are gradually diminishing. Last week, for example, we lost 26 boys out of the High and Latin School alone. In addition to that there would be about 15 teachers affected by this motion. We do not know whether we would have classes for them and we do not know how many students we are going to get at the close of the war. Further than that several people will be skipped on the eligible list and that is something that has never been done in the history of the School Committee It is therefore the Superintendent's considered judgement that no action should be taken at this time on this matter."

On the following roll-call it was voted on motion by Committeeman Gummere that the Superintendent's report and reommendation be accepted: Committeemen Mrs. Conant, Dr. Gummere, Miss Kelleher and Mayor Corcoran voting "yea." Committeemen Mr. Foley and Mr. Reardon voting "nay." Committeeman Wood "absent."

Conforming to an order adopted at the meeting of February 7, 1944 the Superintendent presented the following report on the petition requesting the re-opening of the Lowell School and it was voted that this report lay on the table until the meeting of March 6 at which time the petitioners have been granted a public hearing on this matter.

Office of the Superintendent of Schools

The Lowell School was closed as a primary school by vote of the School Committee on June 21, 1941. At that time there was a total enrollment of 44, divided as follows:

Grade I and II	20
Grade III	6
Grade IV and V	18
Total, children	44

2 teachers, 1 principal

Since September, 1941 the school has housed the Girls' Vocational School and much money has been spent in equipment and later to transform the building for this purpose.

I have been informed by Mr. Carney, Acting Master, of the Russell School, that there are forty children in the kindergarten and primary grades now attending the Russell School who reside in the Lowell School district. The distribution is as follows:

Kindergarten	6
Grade I	15
Grade II	7
Grade III	12
Total	40

This is a distribution of the children of the primary grades for which the Lowell School was originally intended.

I am further informed by Mr. Carney that there are 15 children in Grade IV and 8 children in Grade V who are residents of the Lowell district.

There is therefore a total of 63 pupils if Grades IV and V are included with the kindergarten and Grades I, II and III.

We do not favor the re-opening of the Lowell School as a primary school for the following reasons:

(1) The number of children, 40 in primary (or 63 with Grades IV and V) does not justify it.

(2) Bus transportation has been provided by the School Committee for all the children from the Lowell district to and from the Russell School.

(3) There is plenty of room in all grades of the Russell School.

(4) To re-open the Lowell School would mean two or more grades in one room which is not a desirable condition from the standpoint of education.

(3 If the Lowell School is reopened as a primary school additional quarters would have to be obtained for the Girls' Vocational School.

I, therefore, recommend that no change be made in the operation of the Lowell School at the present time.

Respectfully submitted,

M. E. FITZGERALD.

Relative to the motion that he report on the advisability of having women teachers in Rindge Technical School, the Assistant Superintendent presented the following communication from the Headmaster of the Rindge Technical School:

Rindge Technical School

February 18, 1944

Mr. John M. Tobin
Ass't Supt. of Schools
Cambridge, Mass.

Dear Mr. Tobin:

In regard to the question of the make-up of the Rindge Faculty. The decreased number of students in our classes will probably make it unnecessary for us to look for teachers for some time in the future. We have, besides, to remember that some of the men now in service will be coming back to us, and have a claim to the position they occupied when they were with us before.

It is true that in the years past we have had some remarkable women teachers. I have only to mention Miss Ellis, Miss Sharkey, Miss Ward and Miss Blake to demonstrate this. They made an important contribution to the life of the school.

The practical problem, however, is where could we find women with the necessary efficiency and personality in war time, to duplicate the work these women did. Persons with less capacity would simply not be acceptable.

In view of the impossibility of getting such teachers in war time we have had no hesitation in askng for the retention of our men teachers in their school positions on the ground that they are not replaceable.

I think it is clear in the minds of educators everywhere that boys, particularly in the high schools period, should be taught by men. Their contribution to the boys' morale, their power of discipline outside the class-room as well as inside, their acquaintance with a boy's problems in adjustment to school and to business afterward, make them an indispensible element in the boys' training.

Very truly yours,

JOHN W. WOOD,
Headmaster.

The Assistant Superintendent concurred in the opinions of the headmaster and recommended that no change be made in the personnel of the Rindge Technical School. On motion by Vice-Chairman Kelleher it was voted that the Assistant Superintendents report be accepted.

New Business

Committeeman Foley moved that a survey of the heating facilities at Rindge Technical School be authorized for the purpose of arranging for the installation of a heating plant in the Rindge Technical School. It was voted to adopt a motion by Mayor Corcoran that this matter be referred to the Committee on Buildings and Grounds for report and recommendation as to what should be accomplished by this survey, what the cost of same will be and who shall conduct the survey.

Committeewomen Mrs. Conant advised that at the meeting of February 7, a communication was received from the Department of Civil Service relative to classification of positions of employees of the School Department and asking for comments by the School Committee. Committeewoman Mrs. Conant moved that so much of the communication as applies to janitors and matrons be referred to the Committee on Buildings and Grounds and the remainder of the communication be laid on the table for further study. After debate Committeewoman Mrs. Conant was granted unanimous consent to withdraw her motion. No action was taken on a motion by Committeeman Reardon that the committee convene into executive session to discuss this matter. Committeeman Foley moved that the Committee on Buildings and Grounds be appointed a special committee to confer with the Director of Civil Service relative to the tentative classification of positions. A motion for the previous question failed on the following roll-call: Committeeman Foley, Miss Kelleher and Mayor Corcoran voting yes; Committeemen Mrs. Conant, Mr.' Gummere and Mr. Reardon voting no; Committeeman Wood absent

It was voted to adjourn;

ADJOURNED.

EDWARD J. O'CONNELL,
Secretary of the School Committee.

SCHOOL COMMITTEE
(OFFICIAL REPORT)

Monday, March 6, 1944.

Regular Meeting:

Members present: Committeemen Mrs. Conant, Mr. Foley, Mr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

It was voted that the minutes of the meeting of February 21, 1944 be approved as copied.

It was voted to place on file a communication from the Cambridge Committee on Public Safety, advising that effective February 23, 1944 and until further notice, the Cambridge Report Center, situated in the Rindge Technical School building, will be closed from midnight until 8.00 a. m. daily.

It was voted to place on file a communication from the Cambridge Committee of Russian War Relief, thanking the committee for granting them permission to use the Rindge Auditorium on February 22.

It was voted to place on file a communication from the Cambridge Women's War Finance Committee thanking the School Committee for granting them permission to use the Rindge Technical School Auditorium for the Fourth War Loan Bond Rally

It was voted to refer to the Committee on Buildings and Grounds a communication from the City Clerk requesting that the committee take steps to remove their records from the storage vault in the City Clerk's office.

Mary (O'Brien O'Neill, teacher at the High and Latin School now on leave of absence, requested that her leave of absence be extended until the end of the present school year without stipend. On motion by Vice-Chairman Miss Kelleher it was voted that Mrs. O'Neill's request be granted.

A communication was received from the Director of Civil Service asking what action has been taken on the tentative reclassification of positions in the Cambridge School Department as outlined in a previous communication dated January 18. On motion by Committeeman Foley it was voted on the following roll-call that this matter be referred to the Committee on Buildings and Grounds: Committeemen Mr. Foley, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting yes; Committeemen Mrs. Conant and Mr. Gummere voting no.

Superintendent of Schools
(Reports and Recommendations)

The Superintendent recommended that the following dates for the Americanization meeting and the evening school graduations be approved:

Americanization meeting and elementary evening school graduation on Tuesday, March 28, at 8.00 P. M. in the Rindge Technical School auditorium.

Evening Industrial School and Evening High School graduation on Thursday, March 30, at 8.00 P. M. in the Rindge Technical School auditorium.

On motion by Vice-Chairman Miss Kelleher it was voted to approve the Superintendents recommendation relative to evening school graduations. The Assistant Superintendent stated that conforming to the custom of past years the Vice-Chairman will preside at the Americanization Meeting and Evening Elementary School Graduation. The chairman appointed Committeeman Wood to represent the School Committee at the Evening Industrial School and Evening High School graduation.

The Superintendent reported that in accordance with the regulations Mrs. Ruth L. Tolpin, teacher at the Gannett School, be granted an extension of Maternity Leave of Absence from April 1, 1944 to October 1, 1945.

The Superintendent presented an application from Frank J. Dennehy, teacher at the Rindge Technical School, for retirement under the provisions of Chapter 32, Section 57, G. L., commonly known as the Veterans' Pension Act, on the grounds of disability. Mr. Dennehy having complied with all the requirements of the general laws it was voted on the following roll-call on motion by Committeeman Foley to recommend approval of this application, effective March 17, 1944, and that same be forwarded to the City Manager for appropriate action: Committeemen Mrs. Conant, Mr. Foley, Mr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting yes.

The Superintendent presented a communication from Catherine A. Pray, Assistant Kindergartner at the Russell School advising that she is to be married to a lieutenant in the United States Army Air Force but that she will retain her position in accordance with the rules of the School Committee, and requesting that she be granted a leave of absence without stipend from April 15, 1944 until September, 1945. The Superintendent presented no recommendation in this case and it was voted on motion by Committeeman Reardon, seconded by Vice-Chairman Kelleher, that Miss Pray be granted leave of absence without stipend from April 15, 1944 to September, 1945.

On motion by Committeewoman Mrs. Conant it was voted to make part of the records the following communication from the Federal Works Agency:

Federal Works Agency

February 23, 1944

Mr. M. E. Fitzgerald
Superintendent of Schools
Cambridge, Mass.

Sir:

This is to notify you that the President has approved your extention application above referred to for the period May 1, 1943 to December 31, 1944 in the amount of $78,877.

However, in order to conserve available funds, only a partial allotment is being made at this time. This partial allotment is in the amount of $23,748.

When additional funds are available, the amount withheld at this time will be restored. A new Statement of Estimated Expenditures and Government Offer will be sent you within a few days.

Sincerely yours,
DOROTHY BAUMAN
Acting for: John Gallagher
Regional Director

The Superintendent presented the list of Parent-Teacher-Pupil Meetings and members were assigned to represent the School Committee as follows:

Ellis, March 16, (Thursday) 7.30 p. m. Mrs. Conant.

Thorndike, March 16, (Thursday) 7.30 p. m., Mr. Reardon.

Roberts, March 21, (Tuesday) 7.30 p. m., Mr. Gummere.

Abraham Lincoln, March 22, (Wednesday) 7.00 p. m., Mrs. Conant.

Fletcher, March 22, (Wednesday) 7.30 p. m., Mr. Wood.

Agassiz, March 27, (Monday) 7.30 p. m., Mr. Wood.

Putnam, March 28, (Tuesday) 7.30 p. m., Mr. Reardon.

Wellington, March 28, (Tuesday) 7.30 p. m., Mr. Wood.

Morse, March 29, (Wednesday) 7.30 p. m., Mr. Gummere.

Kelley, March 30, (Thursday) 7.15 p. m., Miss Kelleher.

Haggerty, April 5, (Wednesday) 7.30 p. m., Mr. Wood.

Longfellow, April 11, (Tuesday) 7.30 p. m., Miss Kelleher.

Houghton, April 12, (Wednesday) 7.15 p. m., Mr. Reardon.

Peabody, April 12, Wednesday) 7.30 p. m., Mrs. Conant.

Rindge Technical and Boys' Vocational, April 12, (Wednesday) 7.30 p. m., Miss Kelleher. ,

Russell, April 12, (Wednesday) 7.30 p. m., Mr. Wood.

Webster, April 13, (Thursday) 7.00 p. m., Mayor Corcoran.

High and Latin, April 13, (Thursday) 7.15 p. m., Mr. Gummere.

Willard, April 14, (Friday) 2.30 p. m., Mrs. Conant.

Sleeper, April 18, (Tuesday) 2.30 p. m., Mrs. Conant.

Girls' Vocational, May 17, (Wednesday) 2.00 p. m., Mrs. Conant.

Gannett, May 18, (Thursday) 7.30 p. m., Mr. Reardon and Miss Kelleher.

Reports of Committees

Buildings and Grounds:

On a roll-call vote it was voted to adopt the following report of the Committee on Buildings and Grounds: Committeemen Mrs. Conant, Mr. Foley, Mr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting yes.

Committee on Buildings and Grounds

Monday, March 6, 1944

Present: Mrs. Cora Butler Conant, Chairman; Committeeman Richard M. Gummere, Committeeman Robert J. Reardon.

In accordance with a vote of the School Committee adopted at the meeting of February 21 inspection of the automatic heat control system at Rindge Technical School is now in progress and a complete report will be submitted at a later date.

It was voted to adjourn.

Committee on Athletics:

On a roll-call it was voted to accept the ollowing report of the Committee on Athletics and to adopt the recommendations contained therein: Committeemen Mrs. Conant, Mr. Gummere, Miss Kelleher, Mr. Wood and Mayor Corcoran voting yes; Committeeman Foley voting 'yes' with the exception of that part of the report relating to partial payment of dental bills; Committeeman Reardon voting no.

Committee on Athletics

Monday, March 6, 1944

Present: Miss Margaret M. Kelleher, Chairman; Committeeman Russell A. Wood.

It was voted to recommend approval of the tentative football schedule for both high schools for the coming year as submitted by Director of High School Athletics.

It was voted to recommend that permission be granted to the Physical Education Department to hold the grammar school basketball finals (6, 7, 8 grades) on March 24, 1944 at 3.00 p. m. in the Rindge gymnasium.

It was voted to recommend that sweatshirts be awarded to the district winners in the grammar school basketball league and that cost of same is to be charged to the high school athletic fund.

It was voted to recommend that two umpires be appointed for the grammar school basketball league at a salary of $50.00 each, and that the Director of Physical Education be granted power to appoint said umpires.

It was voted to recommend that a ladder or bar (iron or wood) be installed in each elementary school for corrective and physical fitness activities.

It was voted to recommend that a bill amounting to $22.00 for medical services to Robert Barry, a Rindge

Technical School athlete hurt while engaging in high school sports, be paid from the high schools athletic fund.

It was voted to recommend that a sum not to exceed $50.00 be paid towards the cost of dental work performed on Walter Lyons, and further, that a sum not to exceed $50.00 be paid towards the cost of dental work performed on Kenneth Beuchler, both being athletes injured while competing in athletic sports, said amounts to be paid from the high schools athletic fund.

It was voted that James H. Foley be appointed coach of baseball at High and Latin School at a salary of $400.00 and Wm. P. McLaughlin be appointed coach of baseball at Rindge Technical School at a salary of $400.00.

It was voted to adjourn.

Unfinished Business

Calender:

On motion by Committeeman Mr. Gummere it was voted that the Text Books recommended by the Superintendent at the meeting of February 21, 1944 be adopted.

Tabled Matters:

It was voted to take from the table the motion:

"That the Moynihan Report dated June 24, 1943 be made part of the records and included in the minutes of the meeting of July 15, 1943."

A motion by Committeeman Wood "that the Moynihan Report dated June 24, 1943 be placed on file," failed of adoption on the following roll call: Committeemen Foley, Mr. Reardon, and Mr. Wood voting yes; Committeemen Mrs. Conant, Mr. Gummere, Miss Kelleher and Mayor Corcoran voting no. Committeewoman Mrs. Conant moved that the Moynihan Report dated June 24, 1943 be printed as an appendage to the School Committee meeting of July 15, 1943 and labeled 'approved on March 6, 1944.' Committeeman Wood raised a point of order that the motion was not properly before this committee on the grounds that business completed by a previous committee is closed business and this committee has no legal right to change their minutes. The chair ruled the point of order not well taken and that Committeewoman Mrs. Conant's motion was in order. It was then voted on the following roll-call to adopt Committeewoman Mrs. Conant's motion: Committeemen Mrs. Conant, Mr. Gummere, Miss Kelleher and Mayor Corcoran voting yes; Committeemen Mr. Foley, Mr. Reardon and Mr. Wood voting no.

It was voted to take from the table the motion "that Daniel Harrington be reinstated as custodian without prejudice and that his resignation be received and accepted." Committeeman Reardon moved that Daniel Harington be reinstated as custodian in the school department without prejudice and that his resignation be received and accepted. Committeeman Wood seconded the motion. Committeeman Reardon then presented Mr. Harrington's resignation. effective at once. On the following roll-call it was voted to adopt the motion "that Daniel Harrington be reinstated as custodian in the school department without pre-judice and that his resignation be received and accepted: Committeemen Mr. Foley, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting yes; Committeemen Mrs. Conant and Mr. Gummere voting no.

The chair ordered laid on the table the following motion as presented by Committeeman Foley.

The Superintendent of Schools shall consider the advisability of appointing as permanent teachers in the Cambridge School Department any qualified member of the armed services of the United States who at the time of induction was serving as a substitute teacher in the Cambridge School Department, subject to the rules of the School Committee."

The chair ordered laid on the table the following motion as presented by Committeeman Foley:

"That all employees of the School Department be granted a $100.00 yearly permanent increase in salary or a $200.00 yearly increase for the duration of the war and six months thereafter."

On motion by Committeewoman Mrs. Conant it was voted to open the meeting to a public hearing on the petition to reopen the Lowell School. Mr. George Haddad presented a petition in favor of this action containing 150 names and the following persons then appeared personally before the committee and urged that, notwithstanding the Superintendent's report to the contrary, the Lowell School be reopened in September as a primary school of kindergarten and the first five grades:

George Hadded, 18 Gibson Street; Michael Cullen, 31 Gibson Street; Mrs. G. Hadded, 18 Gibson Street; Mrs. Warren Witheral, 98 1-2 Foster Street; Roland Shaine, 74 Foster Street; Mrs. Katheryn Wood, 255 Mt. Auburn Street; Mrs. Helen M. Griffin, 257 Mt. Auburn Street; Charles A. Delaney, 58 Foster Street; Mrs. Conant Faxon, 330 Mt. Auburn Street; Anthony Rosa, 3 Burns Court; Francis McDonald, 98 Foster Street; Harry P. Woods, 259 Mt. Auburn Street.

City Councillor Michael Neville, City Councillor Michael A. Sullivan, City Councillor Dr. James J. Cassidy, Daniel A. Collins.

Vice-Chairman Miss Kelleher in the chair.

There being no opposition to the petition the chair declared the hearing closed.

Committeeman Wood moved that the Lowell School be reopened for the kindergarten and first five grades effective the opening of school in September, 1944. A substitute motion by Committeewoman Mrs. Conant "That the Superintendent make a comprehensive report, on the evidence submitted at this meeting on the Lowell School, together with a recommendation as to the disposition of the Girls' Vocational School now situated in the Lowell School building" failed of adoption on the following roll-call: Committeewoman Mrs. Conant voting yes; Committeemen Mr. Foley, Mr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting no; Mayor Corcoran absent. It was then voted, on the following roll-call to adopt Committeeman Wood's motion "that the Lowell School be reopened for the kindergarten and first five grades effective the opening of school in September, 1944:" Committeemen Mrs. Conant, Mr. Foley, Mr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting yes; Mayor Corcoran absent.

On motion by Committeeman Reardon it was voted to convene into executive session.

It was voted that Civil Service be requisitioned for a list of persons eligible to fill two permanent positions of junior building custodian at $33.83 per week, and a list of persons eligible to fill two permanent positions of janitress at a salary of $33.83 per week.

It was voted to reconvene in open session.

On motion by Committeeman Foley it was voted to ratify and affirm the votes passed in executive session.

It was voted to adjourn.

ADJOURNED.

EDWARD J. O'CONNELL
Secretary of the School Committee

SCHOOL COMMITTEE
(OFFICIAL REPORT)

March 20, 1944

Regular Meeting:

Present: Committeemen Mrs. Conant. Mr. Foley. Dr. Gummere, Mr. Reardon and Vice-Chairman Miss Kelleher.

Vice-Chairman Miss Kelleher in the chair.

On motion by Committeewoman Mrs. Conant it was voted that the minutes of the meeting of March 6. 1944 be approved as copied.

It was voted on motion by Committeewoman Mrs. Conant to place on file a communication from Mae E. Sullivan, teacher at the Longfellow School, protesting against the proposed rule to appoint as permanent teachers, substitute teachers who are now in the armed services.

It was voted on motion by Committeewoman Mrs. Conant to place on file a notice from the Board of License Commissioners relative to application of a holder of a license to sell alcoholic beverages to include an adjoining store at 295 Cambridge Street in said license.

It was voted on motion by Committeewoman Mrs. Conant to place on file a communication from the Cambridge Post, American Legion, endorsing the proposed motion to appoint as permanent teachers, teachers who are now in the armed services.

It was voted to make part of the records the following report submitted by Patrick J. Moynihan, and C. J. Church, School Department Agent, and accept the recommendations contained therein:

March 20, 1944

The Honorable School Committee
1700 Cambridge Street
Cambridge, Mass.
Gentlemen:

In compliance with your letter dated February 21, 1944 in which you requested an examination and approval of certain bills chargeable against the Cambridge High School Athletic Fund and which were issued in the years 1937, 1939, 1941, 1942, 1943 and 1944, we wish to report that we have examined these bills and recommend their payment.

The items involved and which are listed in the attached schedule need not be paid from appropriations. In an earlier audit report to your Board it was pointed out that the total of outstanding bills was in excess of the balance remaining in the athletic fund. For this reason the bills have remained unpaid.

Chapter 354 of the Acts of 1943 relieved the Athletic Fund to the amount of $3,175.00 and authorized the School Committee to pay this amount out of appropriations.

On February 21, 1944 the cash balance in the Athletic Fund was $1,652.20. The outstanding bills referred to us totaled $1,098.03. It is, therefore, possible to pay all these bills out of the Athletic Fund and leave a free balance of $554.17. They include some items which could not normally be paid out of city funds such as Nixon's Specialty Company for the football, hockey and baseball letters.

The items involved in this report and legitimate bills which have been approved by the various Faculty Managers and we therefore recommend payment from the balance.

Very truly yours,

PATRICK J. MOYNIHAN, C. P. A.
Constantine J. Church, Agent

It was voted to lay on the table a communication from the Director of

Civil Service suggesting that the School Committee arrange for a conference at his office to discuss the matter of classification of positions in the School Department.

It was voted on motion by Committeeman Dr. Grummere to grant permission to Troop 44, Boy Scouts, to use the Ellis School auditorium on Friday, March 24 from 7.30 p. m. to 9.00 p. m. upon payment of janitor's fees.

A communication was presented from Marie A. Riendeau, a substitute teacher advising that she has been honorably discharged from the Women's Army Corps and asking that she be appointed a permanent teacher. Committeewoman Mrs. Conant moved that this matter be referred to the Assistant Superintendent for recommendation. The Assistant Superintendent advised that Miss Riendeau has been restored to the position of substitute teacher and assigned to the Russell School and this is as much as the Superintendent can do at the present time because there is no permanent vacancy. Committeewoman Mrs. Conant was given unanimous consent to withdraw her motion and it was then voted that the communication be placed on file.

The secretary advised the committee that His Honor, the Mayor, would not be able to be present at the next meeting of the School Committee because Harvard University is tendering a reception to the Cambridge City Council on the date set for the next meeting and the Mayor's office has suggested that if the School Committee wished to change the date of the next meeting to some other night the Mayor would be able to be present. On motion by Committeeman Foley it was unanimously voted to suspend the rules for the purpose of changing the date of the next meeting. It was then voted on motion by Committeeman Foley that the next regular meeting of the School Committee be held on Tuesday, April 4 at the time and place prescribed by the rules.

Superintendent of Schools

(Reports and Recommendations)

The Assistant Superintendent reported that he had received word from the Federal Works Agency that it will be necessary for the School Committee, in formal meeting, to accept the offer of the United States Government for maintenance and operation of War-Time Child Care Facilities. On motion by Committeewoman Mrs. Conant, seconded by Committeeman Reardon, it was voted on the following roll-call to accept the offer of the United States Government for Maintenance and Operation of War-Time Child Care Facilities (Project No. Mass. 19-M-8) and that John M. Tobin, Assistant Superintendent of Schools, be authorized to accept additional partial offers within the period December, 1944: Committeemen Mrs. Conant. Mr. Foley, Dr. Gummere, Mr. Reardon and Vice-Chairman Miss Kelleher voting yes; Committeeman Wood and Mayor Corcoran absent.

The Superintendent recommended that Helen M. Madden, teacher at the Fletcher School, be appointed 8th grade teacher at the Fletcher School at a salary of $2.138.00 per annum effective April 3, 1944, and that Margaret L. Doolin, teacher at the Fletcher School, be appointed 8th grade teacher at the Fletcher School at a salary of $2,042.00 per annum, effective April 3, 1944. This recommendation lays on the "Calendar" in accordance with the rules.

The Superintendent recommends that Lucille M. Kelly, teacher at the Putnam School, be appointed Master's Assistant at the Putnam School at a salary of $2,308.00 per annum, effective April 3, 1944. This recommendation lays on the "Calendar" in accordance with the rules.

The Superintendent reported that John H. Harrington, teacher at the

Longfellow School, has been granted military leave of absence effective March 27, 1944 in accordance with the rules of the School Committee.

The Superintendent recommended the adoption of the following Text Books for use in the Cambridge Public Schools, this recommendation to lay on the "Calendar" in accordance with the rules of the School Committee:

Published by Charles Scribner's Sons: Democratic Citizenship in Todays World, by Adams & Walker.

Published by Silver Burdett Company: New Music Horizons, Book One and Two for Grades I and II.

Reports of Committees

Committee on Buildings and Grounds

Meeting of March 20, 1944

Present: Mrs. Cora Butler Conant, Chairman; Dr. Richard M. Gummere, Mr. Robert J. Reardon.

It was voted to recommend that Superintendent of Buildings John J. Terry and the City Solicitor be asked to meet with the School Committee at their next regular meeting to discuss the question of the roof at the new section of the High and Latin School which is leaking badly.

It was voted to recommend that the Business Agent be given power to remove the School Committee records now located in the vault in the City Clerk's office to a vault in the Rindge Technical School if, in his opinion, there is space.

The committee considered at length a report received from the Johnson Service Company relative to a survey and inspection of the Johnson System of Temperature Control installed in the Rindge Technical School. It was voted to recommend that the Johnson Service Company be instructed to complete as outlined in their report repairs to the air compressors at $70.00; to the thermostats at $270.00 and to the vent dampers and switches at $85.00. The balance of recommended repairs are to be taken care of within the department.

It was voted that the following persons, having been certified by Civil Service as being the only two names eligible for the position of janitress, be appointed to said position at a salary of $33.83 per week:

Mrs. Louise B. O'Brien, 19 Hilliard Street.

Mrs. Ellen W. Connell, 3 Jay Street.
It was voted to adjourn.

Respectfully submitted,

MRS. CORA BUTLER CONANT
Chairman

On motion by Committeewoman Mrs. Conant it was voted on the following roll-call to accept the foregoing report of the Committee on Buildings and Grounds and adopt the recommendations contained there:

Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon and Vice-Chairman Miss Kelleher voting yes; Committeeman Wood and Mayor Corcoran absent.

Unfinished Business

Tabled Matters:

On the following roll call it was voted not to take from the table the motion presented at the meeting of March 6, that:

"The Superintendent of Schools shall consider the advisability of appointing as permanent teachers in the Cambridge School Department any qualified member of the armed services of the United States who at the time of induction was serving as a substitute teacher in the Cambridge School Department, subject to the rules of the School Committee."

Committeeman Mr. Foley and Mr. Reardon voting yes; Committeeman Mrs. Conant, Dr. Gummere and Vice-

Chairman Miss Kelleher voting no; Committeeman Wood and Mayor Corcoran absent.

On the following roll-call it was voted on motion by Committeeman Foley to take from the table the motion:

"all employees of the School Department be granted a $100.00 yearly permanent increase in salary or a $200.00 yearly increase for the duration of the war and six months thereafter."

Committeemen Foley, Mr. Reardon and Vice-Chairman Miss Kelleher voting yes; Committeemen Mrs. Conant and Dr. Gummere voting no; Committeeman Wood and Mayor Corcoran absent. It was then voted on the following roll-call to adopt a motion by Committeeman Foley that:

"All employees of the School Department be granted a $100.00 yearly permanent increase in salary, effective April 1, 1944."

Committeemen Mr. Foley, Mr. Reardon and Vice-Chairman Miss Kelleher voting yes; Committeemen Mrs. Conant and Dr. Gummere voting no; Committeeman Wood and Mayor Corcorcoran absent. A motion by Committeeman Foley to reconsider this vote, hoping same would not prevail, failed of adoption.

Awaiting Reports

Relative to the order that the Committee on Buildings and Grounds report with recommendation on the motion "that a survey of the heating facilities at Rindge Technical School be authorized for the purpose of arranging for the installation of a heating plant at Rindge Technical School," Committeeman Dr. Gummere stated that with the approval of the Committee on Buildings and Grounds he had made inquiry into the set-up at Harvard College and that Mr. Aldrich Durant, Business Manager of Harvard College is present at this meeting and has consented to talk with the School Committee about this matter. Mr. Durant told the committee that the supplying of steam to the city is in no means of any financial advantage to Harvard College but is a service which they are glad to render to the City of Cambridge as long as they desire it. In answer to a question as to the cost of heating the Harvard Medical School where Harvard generates its own heat Mr. Durant stated that the direct cost of fuel and labor has run this year 57 1-2 cents per million B. T. U. and depreciation and upkeep of the plant, on the basis of a 30-year life, amounted to 24.5 cents more, or a total cost at the plant of 82 cents. It was his opinion that no appreciable economy in the cost of heat would result from owning our own plant and he suggested that it would be wise to find out what the architectural cube of the Rindge School is and then compute how much heat in B. T. U. per cubic foot is being used per annum and if the committee will compare this figure with the cost of heating the Harvard buildings it can readily be determined whether the consumption at Rindge Technical School is normal or excessive. At the conclusion of Mr. Durant's remarks it was unanimously voted to extend a vote of thanks and appreciation to Mr. Durant for his kindness in discussing this matter with the School Committee.

On motion by Committeewoman Mrs. Conant it was voted to grant permission to include in the program of the Americanization Meeting and Evening School Graduation a flyer relating to library facilities in the city of Cambridge.

The chair ordered laid on the "Calendar" in accordance with the rules the following proposed amendment to the rules as submitted by Committeeman Reardon: "All substitute teachers now in the system be given a $2.00 daily increase in pay for the duration of the war owing to a rise in living costs generally."

On motion by Committeeman Reardon it was voted that the Superintendent submit a report of all vacancies in the School Department, said report to be presented at the next regular meeting of the committee.

The chair ordered laid on the "Calendar" in accordance with the rules the following proposed amendment to the rules as submitted by Committeeman Reardon: "All substitute teachers now working in the department, and who are working the full school year on a per diem basis, be granted an annual salary at the prevailing minimum rate for the position which they are filling."

On motion by Committeeman Reardon it was voted on the following roll-call that because only two persons were available to fill four of the vacancies in the janitorial staff, Civil Service be requisitioned for a list of persons eligible to fill two positions of janitress at a salary of $23.83 per week: Committeemen Mr. Foley, Mr. Reardon, and Vice-Chairman Miss Kelleher voting yes; Committeewoman Mrs. Conant voting no; Committeeman Mr. Wood, Dr. Grummer and Mayor Corcoran absent.

Committeewoman Mrs. Conant moved that Civil Service be requisitioned for a list of persons eligible to fill two positions of junior building custodian at a salary of $33.83 per week. It was voted to adopt an amendment by Committeeman Foley "that Civil Service be requested to notify the School Committee just as soon as there is an eligible list of junior building custodians." It was then voted on the following roll-call to adopt Committeewoman Mrs. Conant's motion as amended by Committeeman Foley: Committeemen Mrs. Conant, Mr. Foley, Mr. Reardon and Vice-Chairman Miss Kelleher voting yes; Committeemen Dr. Gummere, Mr. Wood and Mayor Corcoran absent.

It was voted to adjourn.

ADJOURNED.

EDWARD J. O'CONNELL
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Tuesday, April 4, 1944

REGULAR MEETING:

Members present: Committeemen Mrs. Conant, Mr Foley, Dr. Gummere, Miss Kelleher, Mr Reardon and Mayor Corcoran.

Mayor Corcoran in the chair.

It was voted to suspend the regular order of business for the purpose of discussing with City Solicitor John Daly and Superintendent of Buildings John J. Terry the matter of leaks in the roof of the new section of the High and Latin School.

It was voted to resume the regular order of business.

On motion by Committeeman Reardon it was voted that the Board of Election Commissioners be granted permission to use the following schools as polling places for the Presidential Primary on April 23 from 10.00 a. m. to 8.00 p. m.:

Thorndike School
Longfellow School
Roberts School
Webster School
Agassiz School
Lowell School
Russell School
Ellis School

On motion by Committeeman Reardon, seconded by Committeewoman Miss Kelleher, it was voted that Cambridge Council Boy Scouts of America be granted permission to use the Agassiz School Hall on Tuesday, April 18 from 7.30 to 9.30 p. m.

On motion by Committeeman Reardon it was voted that the Teachers' Club be granted permission to use the Rindge Auditorium on Thursday afternoons between the hours of 2.30 and 4.30 p. m. for rehearsals of the Teachers' Glee Club.

On motion by Committeeman Reardon and seconded by Committeeman Dr. Gummere it was voted to refer to the Superintendent with power a communication from the Cambridge Patriot's Day Committee of the Cambridge Post, American Legion asking permission to have several units of school children participate in the Patriot's Day parade, April 19.

On motion by Committeeman Reardon and seconded by Committeewoman Miss Kelleher it was voted to refer to the Superintendent with power a communication from the City Manager requesting permission to have representatives of various city departments such as the Board of Health, Police Department and Fire Department attend the assemblies of the various schools to talk to the pupils relative to CLEAN-UP, PAINT-UP WEEK and CIVIC WEEK.

A communication was received from Edward J. Martin, Sr., advising that his son, Edward J. Martin. Jr., who has been certified by Civil Service for appointment as junor building custolian, is now in the armed services serving overseas and requesting that his son be appointed to the position in question. On motion by Committeeman Miss Kelleher it was voted on the following roll-call that Edward J. Martin, Jr., 96 Prospect Street, Cambridge, be appointed junior building custodian in absentia, at a salary of $33.83 per week: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon and Mayor Corcoran voting yes; Committeeman Wood absent.

Superintendent of Schools

(Reports and Recommendations)

The Superintendent presented a communicaton from Ethel E. Sullivan, teacher at the Ellis School now on leave of absence without stipend because of illness, requesting that her leave of absence be terminated and that she be permitted to resume her duties. The Superintendent recommended that Miss Sullivan's request be granted and it was voted to adopt a motion by Committeewoman Miss Kelleher, seconded by Committeeman Dr. Gummere, that the leave of absence granted to Ethel E. Sullivan be terminated at her own request, effective April 10, 1944.

The Superintendent recommended the adoption of the following text books for use in the public schools, this recommendation to lay on the "Calendar" in accordance with the rules:

Published by D. C. Heath & Co.

Walt Disney Story Books. Bambi. Our Growing World Series, by Mitchell. Farm and City, Book I. Animals, Plants and Machines, Book II.

Number Readiness Series, by Campbell-Wren-Osburn. Number Relations, Grade VII. Functional Numbers, Grade VIII.

The Mass. Learn to Swim Committee for Cambridge (a committee created by proclamation of His Excellency, Governor Saltonstall and organized for the purpose of teaching residents of the Commonwealth how to swim and particularly those in or about to enter the armed services) requesting that the School Committee conduct a swimming survey of all school children from the fourth grade up through the high school. On motion by Committeeman Dr. Gummere it was voted that this program be encouraged and the Superintendent instructed to cooperate in every way possible.

The Superintendent recommended that he be permitted to appoint former high school teachers to serve as day-to-day substitute teachers. On motion by Committeewoman Mrs. Conant it was voted to adopt the Superintendent's recommendation.

Reports of Committees

It was voted to accept the following report of the Committee on Buildings and Grounds and adopt the recommendations contained therein:

Committee on Buildings and Grounds
Meeting of April 4, 1944.

Present. Mrs. Cora Butler Conant, Chairman; Dr. Richard M. Gummere, Robert J. Reardon.

Your committee wishes to report breaking and entrance into the Roberts and Russell Schools. Some breakage of doors, etc., resulted but there was no theft and same has been reported to the Police Department.

It was voted to recommend that the School Committee ask the City Solicitor to hold the contractor responsible for the present failure of the radio and inside telephone system at the High and Latin School.

It was voted to adjourn.

Respectfully submitted.

MRS. CORA BUTLER CONANT,
Chairman.

Unfinished Business

CALENDAR:

It was voted to approve the text books recommended by the Superintendent at the meeting of March 20, 1944.

On the following roll-call it was voted on motion by Committeeman Reardon and seconded by Committeewoman Miss Kelleher to approve the Superintendent's recommendation, as presented at the meeting of March 20, 1944 that "Helen G. Madden, teacher at the Fletcher School, be appointed 8th grade teacher at the Fletcher School at a salary of $2138.00 per annum, effective April 3, 1944." Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon and Mayor Corcoran voting yes; Committeeman Wood absent.

On the following roll-call it was voted on motion by Committeewoman Miss Kelleher and seconded by Committeeman Reardon to approve the Superintendent's recommendation, as presented at the meeting of March 20, 1944 that "Margaret L. Doolin, teacher at the Fletcher School, be appointed 8th grade teacher at the Fletcher School at a salary of $2042.00 per annum, effective April 3, 1944:" Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon and Mayor Corcoran voting yes. Committeeman Wood absent.

On the following roll-call it was voted on motion by Committeewoman Miss Kelleher and seconded by Committeeman Reardon to approve the Superintendent's recommendation, as presented to the meeting of March 20, 1944 that "Lucille M. Kelly, teacher at the Putnam School, be appointed Master's Assistant at the Putnam School at a salary of $2308.00 per annum, effective April 3, 1944:" Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon and Mayor Corcoran voting yes; Committeeman Wood absent.

Committeeman Reardon moved adoption of the proposed amendment to the rules, as presented at the meeting of March 20, 1944 that "all substitute teachers now in the system be given a $2.00 daily increase in pay for the duration of the war." On the following roll-call it was voted to adopt this amendment to the rules: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher. Mr. Reardon and Mayor Corcoran voting yes; Committeeman Wood absent.

Committeeman Reardon received unanimous consent to withdraw the proposed amendment to the rules, as presented at the meeting of March 20, 1944 that "All substitute teachers now working in the department and who are working the full school year on a per diem basis, be granted an annual salary at the prevailing minimum rate for the position which they are filling."

Tabled Matters

Committeeman Foley moved to take from the table the motion—

"The Superintendent of Schools shall consider the advisability of appointing as permanent teachers in the Cambridge School Department any qualified member of the armed services of the United States who at the time of induction was serving as a substitute teacher in the Cambridge School Department, subject to the rules of the School Committee.

A motion for the previous question having prevailed it was voted on the following roll-call to take the foregoing motion from the table: Committeemen Mrs. Conant, Mr. Foley Dr. Gummere, Miss Kelleher, Mr. Reardon and Mayor Corcoran voting yes; Committeeman Wood absent. Committeeman Foley then moved adoption of the foregoing motion and on the following roll-call the motion was negatived: Committeemen Mr. Foley and Mr. Reardon voting yes; Committeemen Mrs. Conant, Dr. Gummere. Miss Kelleher and Mayor Corcoran voting no; Committeeman Wood absent.

New Business

It was voted to lay on the table a motion by Committeeman Foley that the City Manager be requested to recommend the appropriation of the sum of $48.758.32 to cover increases in salaries of all permanent employees as voted by the School Committee at the meeting of March 20, 1944.

On motion by Committeeman Mrs. Conant it was voted that the secretary make proper arrangements for having the minutes of the School Committee meetings for the year 1944 printed.

Committeeman Foley presented the following proposed amendment to the rules which lays on the "Calendar" in accordance with the rules:

"Upon the return of candidates whose names appear on the eligible list for substitute appointments and who are now in the armed forces they shall be granted an adjustment in the experience requirement for eligibility to take the permanent examination by allowing time spent in the armed forces to count as continuous teaching experience."

On motion by Committeeman Reardon it was unanimously voted that the Business Offices of the School Department be closed at 12.00 o'clock noon on Good Friday. April 7, 1944.

Committeeman Reardon moved that Gladys M. Tedeschi, 26 Alpine Street and Julia A. Dynan, 22A Oxford Street, be appointed permanent janitresses in the School Department at a salary of $23.83 per week, said persons having been certified by Civil Service as eligible for these positions. On the following roll-call it was voted NOT to adopt this motion: Committeemen Mr. Foley. Miss Kelleher and Mr. Reardon voting yes; Committeemen Mrs. Conant, Dr. Grummere and Mayor Corcoran voting no; Committeeman Wood absent.

Vice-Chairman Miss Kelleher in the chair.

On motion by Mayor Corcoran it was voted to extend to Mr. Al Salie report-er for the Boston American who has covered the School Committee meetings for the past number of years and who is to report for duty with the United States Navy, the School Committee's sincere good wishes in his new duties.

It was voted to adjourn.

ADJOURNED.

EDWARD J. O'CONNELL
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, April 17, 1944

REGULAR MEETING:

Present: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere. Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Committeewoman Mrs. Conant it was voted that the minutes of the meetings of March 20 1944 and April 4, 1944 be approved as copied.

On motion by Committeeman Wood it was voted to make part of the records the following communication from the City Council:

IN CITY COUNCIL

March 27, 1944

ORDERED.--

That the sum of four thousand and ninety dollars ($4,090.00) be and the same hereby is appropriated to the School Department as follows:

To Schedule B-39, Service not otherwise coded $2.000.00.

To Schedule D-9, Educational and Recreational Supplies $1,090.00.

To Schedule E-1, Building Materials $1,000.00.

Said sums to be included in and made part of the tax levy for the year 1944.

In City Council April 3, 1944.

Adopted by a yea and nay vote --

Yeas 9; Nays 0; absent 0.

Attest: Frederick H. Burke, City Clerk.

A communication was received from the City Manager asking permission to distribute placards in the public schools in connection with the 'Keep Cambridge Clean' program and also that janitors of school buildings be asked to make a special effort to keep the school yards and the property around the schools well cleanel up and free from papers, especially during CLEAN-UP WEEK. On motion by Committeewoman Mrs. Conant it was voted that the matter of distributing the placards be referred to the Superintendent of Schools with power and to refer to the Chief Custodian for appropriate action the suggestion that janitors of the various schools make a special effort to keep school yards and the property around the schools well cleaned up and free from papers, especially during CLEAN UP WEEK.

A communication was received from the Peabody Parents' Association appealing to the School Committee to supply soap and towels for pupil use in the Cambridge Public Schools and on motion by Committeeman Wood it was voted that the Business Agent be directed to supply soap and towels for pupil use in the Cambridge Public Schools.

It was voted to place on file a communication from the Cambridge Patriot's Day Committee relative to arrangements for high school pupils to participate in the Patriot's Day parade.

A communication was received from the Cambridge Patriot's Day Committee inviting the School Committee to be present at the Patriot's Day exercises on April 19 and on motion by Mayor Corcoran it was voted to accept their kind invitation.

Superintendent of Schools

(Reports and Recommendations)

The Assistant Superintendent presented the resignation of Mary J. O'Keefe, teacher at the High and Latin School, who is to be married, said resignation to be effective April 30, 1944. On motion by Committeeman Wood it was voted to accept the resignation and to express to Miss O'Keefe the School Committee's appreciation for the faithful and efficient service she has given the Cambridge School Department.

The Assistant Superintendent presented the resignation of Nellie F. Walker, teacher at the Longfellow

School, effective July 1, 1944. The Assistant Superintendent advised the committee that Miss Walker has been an outstanding teacher in our system for over fifty years during which time she has been a most faithful and efficient teacher. On motion by Committeewoman Mrs. Conant it was voted that Miss Walker's resignation be accepted and that the School Committee express to Miss Walker their very sincere appreciation for the long years of excellent service she has rendered to the school children of Cambridge.

The Superintendent recommended that the following dates for the high schools graduations be approved and on motion by Committeewoman Mrs. Conant it was voted to adopt the Superintendent's recommendation:

Rindge Technical -- June 6 at 8.00 p. m.

High and Latin -- June 7 at 8.00 p. m.

The Assistant Superintendent presented a communication from Stephen H. Mahoney. Superintendent of Recreation advising that at a recent meeting of the Board of Park Commissioners it was voted to request the co-operation of the School Committee in making available a few of the school buildings for children's programs under supervision after school hours during the spring and fall, and to request the use of the Thorndike, Roberts, Russell and Agassiz school buildings for evening center programs two or three evenings each week from November to April. On motion by Committeeman Wood it was voted that this communication be referred to the Superintendent of Schools for report and recommendation.

On motion by Committeewoman Mrs. Conant it was voted to refer to the Superintendent for report a communication from the Cambridge Chapter, American Red Cross asking permission to offer to the students of both high schools a short talk, by a well-qualified man, on "What the Red Cross offer as services to the men of the Armed Forces and Their Families" and also asking that Red Cross courses in Home Nursing and First Aid be included in the regular curriculum of the Public Schools of Cambridge.

The Assistant Superintendent announced that the Superintendent's annual report for the year 1943 was now completed and on motion by Committeewoman Mrs. Conant it was voted that Committeeman Dr. Gummere be appointed to read this report for the School Committee and report his recommendations.

Reports of Committees

On motion by Committeewoman Miss Kelleher, chairman of the Committee on Athletics it was voted on the following roll-call to accept the report of the Committee on Athletics as set forth below and adopt the recommendations contained therein: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting yes. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Committee on Athletics

April 17, 1944

Present: Margaret M. Kelleher, Chairman; Russell A. Wood.

It was voted to recommend that sweat shirts be awarded the winners of the grammar school touch football and soccer teams, cost of same to be charged to the High Schools Athletic Fund.

It was voted to recommend that the Chief Custodian meet with the Director of Physical Education to determine the approximate cost of reconditioning the high school athletic field for girls.

It was voted to recommend that all athletic equipment be cleaned and repaired.

It was voted to recommend that the salaries of the track coaches be raised from $300 to $400 to equal other coaching salaries, said increase to be effective for the present season.

Respectfully submitted.

MARGARET M. KELLEHER
Chairman

On a roll-call vote it was voted on motion by Committeewoman Mrs. Conant. Chairman of the Committee on Buildings and Grounds to accept the following report of the Committee on Buildings and Grounds and adopt the recommendations contained therein: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting yes.

Committee on Buildings and Grounds

Meeting of April 17, 1944

Present: Mrs. Cora Butler Conant, Chairman; Dr. Richard M. Gummere, Robert J. Reardon.

It was voted to recommend that the School Committee spend $475.00 to spray the stage curtains of five schools in accordance with demands of the Cambridge Fire Department.

It was voted to recommend that the School Committee spend $203.00 for sectional boilers at Thorndike School.

It was voted to recommend that the School Committee spend $130.00 to install a drain at the entrance to the basement of the Houghton School.

It was voted to recommend that Joseph E. Lienhard, janitor at the Longfellow School, be given the rating of custodian with an increase of $100.00 per year,

It was voted to adjourn.

Respectfully submitted.

MRS. CORA BUTLER CONANT
Chairman

The Committee on Buildings and Grounds recommended the following proposed amendment to the rules which lays on the "Calendar" in accordance with the rules: "Chap. XX, Sec. 2: All expenditures for building maintenance estimated to exceed $200.00 shall be made only after competitive bidding."

Unfinished Business

Calendar:

On motion by Committeeman Wood it was voted to approve the Text Books recommended by the Superintendent at the meeting of April 4. 1944.

Committeeman Foley moved adoption of the following proposed amendment to the rules, as presented at the meeting of April 4, 1944:

"Upon the return of candidates whose names appear on the eligible list for substitute appointment and who are now in the armed forces, they shall be granted an adjustment in the experience requirements for eligibility to take the permanent examination by allowing time spent in the armed forces to count as continuous teaching experience."

On the following roll-call it was voted NOT to adopt the foregoing proposed amendment to the rules: Committeemen Mr. Foley, Miss Kelleher and Mr. Reardon voting yes; Committetmen Mrs. Conant, Dr. Gummere, Mr. Wood and Mayor Corcoran voting no.

Tabled Matters:

On motion by Committeeman Reardon it was voted to take from the table the motion that "The City Manager be requested to recommend an appropriation of the sum of $48,758.32 to cover increases in salaries of all permanent employees of the School Department as voted by the School Committee at the meeting of March 20. 1944." In connection therewith the following communication was received from the City Manager:

CITY OF CAMBRIDGE

Executive Department

April 17, 1944

Hon. John H. Corcoran, Chairman
School Committee
Cambridge, Mass.

Dear Sir:

I am informed that the School Committee has voted for an increase for all employees of $100.00 per year effective April 1, although I have not as yet received a request for an appropriation to cover this amount.

At today's meeting of the City Council I told that Honorable Body I do not believe at this time any permanent increases should be made to the City Employees, because a permanent increase is something that is passed on to future generations to pay. because despite depressions municipal wages do not decrease.

I am writing this letter to you in the hope that you will reconsider this permanent increase that you have voted and I would ask that instead of this, if you find an increase is necessary to take care of the cost of living, you consider this in the form of a temporary increase, which even though it might cost the City more during this year, will not necessarily mean a permanent additional burden for the generations to come.

It is my belief that the City can properly finance a temporary increase of $100.00 at this time for the year 1944, but I do not feel we have the right at this time to permanently pass this on for all future years. Our tax rate is still extremely high $39.90. The future of the City is entirely dependent upon the possibilities of bringing new capital investment into Cambridge and thus increasing assessable property to maintain the City's income. Unless we can bring our tax rate down to $35.00 within the next few years we cannot hope to get this additional capital into the City, and any permanent increase which is given now very definitely jeopardizes the future of the City.

I am enclosing herewith copy of the ordinance which was passed to the second reading today by the City Council.

Very truly yours,

JOHN B. ATKINSON

City Manager

Committeeman Foley moved adoption of the motion requesting the City Manager to recommend an appropriation sufficient to cover the salary increases Mayor Corcoran offered a substitute motion, seconded by Committeeman Dr. Gummere "that all permanent school department employees be granted a teporary increase in salary of $100.00 for the entire year 1944." On the following roll-call it was voted NOT to adopt Mayor Corcoran's substitute motion: Committeemen Dr. Gummere and Mayor Corcoran voting yes; Committeemen Mrs. Conant Mr. Foley. Miss Kelleher, Mr. Reardon and Mr. Wood voting no. It was then voted on the following roll-call to adopt the main mition that "The City Manager be requested to recommend an appropriation of the sum of $48,75832 to cover increases in salaries of all permanent employees of the School Department as voted by the School Committee at the meeting of March 20, 1944:" Committeemen Mr. Foley, Miss Kelleher, Mr. Reardon, and Mr. Wood voting yes; Committeemen Mrs. Conant, Dr. Gummere and Mayor Corcoran voting no. A motion to reconder this vote, hoping same would not prevail, failed of adoption.

Awaiting Reports

Relative to the motion that he report on all vacancies in the School Department, the Superintendent presented the following report which was laid on the table by unanimous consent:

Office of the
SUPERINTENDENT OF SCHOOLS

Cambridge, Mass.

April 4, 1944

Report of All Permanent Vacancies Now Existing

In making a study of the teaching personnel I have prepared two lists which are attached to this report.

These lists show the number of vacancies caused by resignation, retirement and death, the number of persons who have entered military service and whose classes have been absorbed or are being taught by substitute or permanent teachers, the number of elementary teachers who have been temporarily assigned to the high schools as military substitutes and the total number of teachers who are in military service with the names of the persons who are taking their places temporarily.

It can be seen from these lists that although there are six vacancies in the elementary schools there are six permanent elementary teachers who are in the military service or who are serving as military substitutes in the high schools and whose classes have been absorbed or are being filled by permanent teachers. Their positions in the elementary schools must be kept open for them until the national emergency ends.

Furthermore, although ten teachers of the High and Latin school are in military service it has been necessary to assign only one substitute teacher to the High and Latin School and although seventeen teachers in the Rindge Technical School are in the military service it has been necessary to assign only three military substitute teachers to the Rindge Technical School. This means that when the national emergency ends classes must be found for twenty-three teachers in the two high schools.

It is anticipated by Massachusetts school authorities in general that there will be a further decrease in the school population next fall. ,

It is my considered judgment that no actual vacancies exist at the present time and therefore I recommend that appointment of permanent teachers be postponed until September when our organization plans for the school year 1944-1945 will be available.

M. E. FITZGERALD
Superintendent of Schools

SCHOOL	GRADE	REASON FOR VACANCY	SUBSTITUTES
Fletcher	3	Transfer of Miss Jones to Peabody (Retirement of Miss Trefethen)	Mrs. Blanchfield
Houghton	1	Transfer of Miss Danc to Willard (Remedial Reading)	Miss Katherine Walsh
Houghton	3	Resignation of Miss Evans	Miss Mary McDevitt
Morse	3	Resignation of Miss Davis	Mrs. Katherine Sullivan
Roberts	1	Resignation of Miss Smth	Miss Katherine Stacy
Roberts	4	Resignaton of Miss Weisblatt	Miss E. Steinkrauss

Permanent elementary teachers in military service whose classes have been absorbed in other classes or are being taught by permanent or substitute teachers:

Burke (Houghton) Poremba, sub.
*Cutter (Houghton) Mokaba, perm.
Harrington (Longfellow) Foster, sub.
Landrigan (Morse) Gale, sub.
*Conlin (Webster) absorbed.
*Hurley (Webster) absorbed.
*O'Loughlin (Webster) absorbed.

Permanent elementary teachers who are serving as military substitutes in the high and vocational schools and whose classes have been absorbed or are being taught by permanent or substitute teachers:

Fitzgerald (Fletcher) at Rindge -- McGlinchey, sub.
*Temple (Wellington) at Rindge -- Howard, perm.
*Murphy (Thorndike) at High and Latin -- absorbed.
Traveis (Roberts) at Boys' Vocational -- G. Haley. sub.

*When the war ends and these teachers return to their schools, new classes must be found for them or for the permanent teachers who are taking their places.

TEACHERS IN MILITARY SERVICE	SCHOOL	SUBSTITUTES
Gerald M. Barry	High and Latin	
Charles J. Bridey	High and Latin	
Walter N. Conlon	High and Latin	
David E. Hockman	High and Latin	
Florence M. Hunter	High and Latin	
John A. Kelley	High and Latin	
Albert J. Leonard	High and Latin	
George J. Lovett, Jr.	High and Latin	
John J. O'Brien	High and Latin	
David D. Ronan	High and Latin	Edmond J. Murphy (Thorndike)
William P. Berkeley	Rindge Technical	
Samuel J. Cohen	Rindge Technical	
William J. Coughlan	Rindge Technical	
Hugh J. Curry	Rindge Technical	
Henry O. Delaney	Rindge Technical	
Philip H. Diehl	Rindge Technical	
Paul G. Dugan	Rindge Technical	
Eugene M. Fitzgerald	Rindge Technical	John F. Temple (Wellington)
Laurence W. Gibson	Rindge Technical	
Gunard E. Haugh	Rindge Technical	
William J. Joyce	Rindge Technical	
John F. J. Kelleher	Rindge Technical	John T. Fitzgerald (Fletcher)
John G. Mahler	Rindge Technical	James J. Dougherty (M. S.)
John F. Manning	Rindge Technical	
Thomas J. McLaughlin	Rindge Technical	
Arthur F. Morash	Rindge Technical	
John J. Terry, Jr.	Rindge Technical	
Edward A. Conley	Boys' Vocational	William G. Traveis (Roberts)
Joseph J. Ranieri	Boys' Vocational	
Ruth E. Brann	Art Department	
Joseph F. Freni	Music Department	
Mary K. Behlen	Cooking (Elementary)	
John F. Burke	Houghton	
Philip H. Cutter, Jr.	Houghton	Regina M. Poremba
John H. Harrington	Longfellow	Mrs. Caroline Foster

On motion by Mayor Corcoran it was voted to convene in executive session.

It was voted on the following roll-call that Joseph C. Gillis, student at the Rindge Technical School, formerly of 8 Andrew Street, Cambridge and now residing at 67 Waldeck Street, Dorchester, be permitted to resume his classes at Rindge Technical School upon payment of $50.00, which he earned himself, towards the total amount due of $80.00 and on the condition that when, as, and if he acquires the balance same will be paid: Committeemen Mrs. Conant, Mr Foley, Dr Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting yes.

It was voted to reconvene in open session.

It was voted to ratify and affirm the votes passed in executive session.

On motion by Committeeman Reardon it was voted on the following roll call that Gladys M. Tedeschi, 26 Alpine Street, and Julia A. Dynan, 82A Oxford Street, having been certified by Civil Service, be appointed janitresses in the School Department at a salary of $23.83 per week: Committeemen Mr. Foley, Miss Kelleher, Mr. Reardon, and Mr. Wood voting yes; Committeemen Mrs. Conant, Dr. Gummere and Mayor Corcoran voting no.

It was voted to adjourn.

ADJOURNED.

EDWARD J. O'CONNELL
Secretary of the School Board

TEACHERS IN MILITARY SERVICE	SCHOOL	SUBSTITUTES
Dorothea E. Masse	Longfellow--K	Muriel A. Lyons (Roberts)
John C. Landrigan	Morse	Mrs. Helen Gale
Joseph T. Crowley	Roberts	
William J. Cunningham	Russell	Francis J. Carney (High and Latin)
Mary J. Conlin	Webster	
Edward F. Hurley	Webster	
Thomas J. O'Loughlin	Webster	

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, May 1, 1944

REGULAR MEETING:

Members present: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran.

Vice-Chairman Miss Kelleher in the chair.

On motion by Committeewoman Mrs. Conant it was voted to amend the minutes of the meeting of April 17, 1944 by inserting after the words upon payment of $50.00' in the motion relating to payment of tuition for a non-resident pupil, the words 'which he earned himself.' On motion by Committeeman Wood it was then voted to approve the minutes of the meeting of April 17. 1944 as copied.

A communication was presented from the committee arranging exercises for "I AM AN AMERICAN DAY" requesting permission to use Rindge Technical School Auditorium on Sunday, May 21 from 2.00 p. m. to 5.00 p. m. for these exercises. It was unanimously vote to suspend the rules. On motion by Committeewoman Mrs. Conant it was voted that permission as requested be granted.

A request was received from Red Cross Motor Corps asking permission to use the mechanics room at the Rindge Technical School on Tuesday and Thursday evenings for three weeks beginning May 18 for the purpose of giving a course in motor mechanics. The Superintendent recommended that permission be granted and on motion by Committeewoman Mrs. Conant and seconded by Committeeman Dr. Gummere it was voted to approve the Superintendent's recommendation and grant permission as requested.

The Cambridge Lodge of Elks petitioned the School Committee for the use of the Rindge Auditorium on June 14 at 8.00 p. m., for the purpose of conducting Flag Day Exercises. It was unanimously voted to suspend the rules and on motion by Committeeman Wood it was voted that permission as requested be granted upon payment of janitors' fees.

A request was received from the Cambridge Y. M. C. A. asking permission, through the Superintendent of Schools to present to Cambridge high school seniors of the class of 1944 and graduates of the class of 1943, who have shown musical talent information about scholarships offered in the New England Conserfatory of Music in connection with the celebration of the centennial of the organization of the first Y. M. C. A. On motion by Committeeman Wood seconded by Committeeman Dr. Gummere it was voted that authority as requested be granted.

A communication was presented from the Harvard Trust Co. asking the committee to consider action similar to that of last year in permitting high school seniors to be released now for work in Cambridge. It was unanimously agreed on motion by Committeeman Mr. Foley. to suspend the regular order of business for the purpose of introducing an order relative to this matter. It was then voted to adopt an order by Committeeman Foley that members of the senior classes of both high schools who possess sufficient credits to insure their graduation shall be permitted to terminate their studies on May 10. 1944 with the approval of the Superintendent of Schools and the Headmaster of the school, for the purpose of accepting positions in business which may be offered them.

Superintendent of Schools

(Reports and Recommendations)

By unanimous consent the Superintendent was granted permission to change the date of the Parent-Teacher-Pupil meeting at the Gannet School from May 18 to May 25.

The Superintendent presented a communication from Nellie F. Walker, teacher at the Longfellow School who presented her resignation at the last meeting to take effect July 1. 1944, asking that she be retired on an annual pension of $500.00 in accordance with Section 43 of Chapter 32 of the

General Laws. The Superintendent advised that Mrs. Walker has been a teacher in the Cambridge schools for forty-five years and has reached the age of 70 years and recommended that she be pensioned as requested. On motion by Committeeman Reardon it was voted that the Superintendent's recommendation be adopted and Mrs. Walker be pensioned in accordance with the general laws.

The Superintendent presented the following report on the sales of War Savings Stamps and Bonds since the beginning of the year:

January	$27,921.30
February	40,994.50
March	23,290.65
April	14,883.30
Total	$107,089.75

The Superintendent presented the following graduation dates and members were assigned to represent the School Committee as follows:

Rindge Technical—June 6 (Tuesday) 8:00 p. m., Mr. Wood.

High and Latin—June 7 (Wednesday) 8:00 p. m., Mrs. Conant.

Longfellow—June 8 (Thursday) 9:30 p. m., Mr. Reardon.

Wellington—June 8 (Thursday) 11:00 a. m., Mr. Reardon.

Peabody—June 8 (Thursday) 2:00 p, m., Dr. Gummere.

Webster—June 9 (Friday) 9:30 a. m.. Mr. Wood.

Kelley—June 9 (Friday) 11:00 a. m., Mr. Reardon.

Ellis—June 9 (Friday) 2.00 p. m., Mr. Foley.

Putnam—June 12 (Monday) 9:30 a m.. Mr. Reardon.

Morse—June 12 (Monday) 11:00 a. m., Miss Kelleher.

Roberts—June 13 (Tuesday) 9:30 a m., Mrs. Conant.

Thorndike—June 13 (Tuesday) 11:00 a. m., Mr. Reardon.

Russell—June 14 (Wednesday) 9.30 a. m., Miss Kelleher.

Haggerty—June 14 (Wednesday) 1.00 p. m,, Mr Wood.

Houghton—June 15 (Thursday) 9:30 a. m., Dr. Gummere.

Fletcher—June 15 (Thursday) 11:00 a. m., Mr. Reardon.

Agassiz—June 16 (Friday) 9:30 a. m., Dr. Gummere.

Boys' Vocational and Girls' Vocational at Rindge Technical—June 16 (Friday) 8:00 p. m., Miss Kelleher.

Reports of Committees

Committeewoman Mrs. Conant, chairman of the Committee on Buildings and Grounds, presented the following report:

Committee on Buildings and Grounds

Meeting of May 1. 1944

Present: Mrs Cora Butler Conant, Chairman, Richard M. Gummere. Robert J. Reardon.

It was voted to recommend that the School Committee transmit the following communication to the City Manager:

Hon. John B. Atkinson
City Manager
Cambridge, Mass.

Dear Sir:

We have received bids on the work to be done to keep rain out of the new High and Latin School Auditorium. We have awarded the bid to A Belanger & Sons. Inc., 4 Brookford Street, Cambridge. Mass., the lowest responsible bidder.

The building was built by the City of Cambridge (as distinct from the School Department) and the specifications for remedying the faults have been drawn up by the Superintendent of Buildings. We, the School Committee, ask you to designate Mr. Terry to make periodic inspections in order to make sure that the work is being done in accordance with the specifications furnished.

Very truly yours.

It was voted to recommend that the School Committee transmit the following communication to the City Solicitor:

John A. Daly, Esq.,
City Solicitor
Cambridge, Mass.

Dear Sir:

Under date of October 7 we wrote you regarding the defective electrical equipment (inside telephone system an amplifying apparatus) at the new High and Latin School. You advised us on October 29 that you were taking this up with the contractor.

On April 6 we notified you that the headmaster said the system was still not working and we requested you to take any necessary legal action.

At present time, May 1, 1944, the electrical equipment is still out of repair. Will you let us know what action has been taken and what we may reasonably expect in the way of repair to our electrical equipment.

Very truly yours,

It was voted to recommend acceptance of the bid of A. Belanger & sons, Inc., 42 Brookford Street, Cambridge (lowest responsible bidder) for repairing the roof of the new section of the High and Latin School at a price of $700.00.

It was voted to award the contract for work in the Peabody School lunchroom in accordance with the recommendations of the Mass. Department of Public Safety, to Walsh Brothers at a cost of $197.00.

It was voted that the contract for the work on the stage ventilators at the High and Latin School be awarded to Joe Cifre, Inc., for the sum of $200.00, all work to be subject to the approval of the Mass. Department of Public Safety.

Complying with a request of the Committee on Athletics the Chief Custodian reported that to resurface seven hundred square yards of the play area at the High and Latin School will cost approximately $800.00 and it is recommended that this matter be held in abeyance pending further study.

It was voted to adjourn:

Respectfully submitted,

CORA BUTLER CONANT
Chairman

On the following roll-call it was voted on motion by Mayor Corcoran to accept the report and adopt the recommendations contained therein: Committeemen Mrs. Conant, Dr. Gummere, Mr. Reardon. Mr. Wood, Mayor Corcoran and Vice-Chairman Miss Kelleher voting yes; Committeeman Foley voting 'yes' with the exception of the paragraph relating to the communication to the City Manager relative to the repairs to the roof at the High and Latin School. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Unfinished Business

Calendar:

On motion by Mayor Corcoran it was voted on the following roll-call to adopt the proposed amendment to Chapter XX, Section 2 of the Rules of the School Committee as recommended by the Committee on Buildings and Grounds at the meeting of April 17. 1944 as follows: "All expenditures for building maintenance estimated to exceed $200.00 shall be made only after competitive bidding:" Committeemen Mrs Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood, Mayor Corcoran and Vice-Chairman Miss Kelleher voting yes. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Awaiting Report:

At the meeting of the School Committee held on April 17 it was voted to have the Superintendent study and report on the request that the Red

Cross be permitted to offer high school students a talk on "What the Red Cross Offers as Services to the Men of the Armed Forces and Their Families" and also that Red Cross Courses in Home Nursing and First Aid be included in the regular curriculm of the public schools. The Superintendent recommended that the Red Cross be permitted to offer a short talk, not to exceed one-half hour in length, on the subject outlined above but that inasmuch as the School Department, in cooperation with the Board of Health, is at present offering to students after school hours a course in Home Nursing and because First Aid is being taught as a part of the regular physical education program to junior and senior boys in the high schools, he did not feel it was necessary to include the aforementioned Red Cross courses in the regular curriculum. Scholastic credit is given for both subjects. On motion by Committeeman Reardon and seconded by Committeeman Dr. Gummere it was voted to accept the Superintendent's report and adopt the recommendation.

At the meeting of April 17, 1944 Committeeman Dr. Gummere was appointed a committee to read the Superintendent's Annual Report. Committeeman Dr. Gummere advised that he had read the report and it is a very good one and that he understood that there were quite a few statistics which follow the statements contained in the report, and which the Assistant Superintendent states will be available later on. Committeeman Dr. Gummere recommended acceptance of the report. On motion by Mayor Corcoran it was voted on the following roll-call that Committeeman Dr. Gummere's recommendation be accepted and the Superintendent's Annual Report be approved: Committeemen Mrs. Conant, Mr. Foley. Dr Gummere, Mr. Reardon, Mr. Wood, Mayor Corcoran and Vice-Chairman Miss Kelleher voting yes. A motion to reconsider this vote, hoping some would not prevail, failed of adoption.

New Business

The Superintendent presented a resume of bids opened on April 21, 1944 for paper and other school supplies and it was voted that these bids be laid on the table.

Mayor Corcoran in the chair.

Vice-Chairman Miss Kelleher presented the following proposed amendment to the first sentence of Section 4a of Chapte XXII of the Rules of the School Committee by adding after the words "personal illness" the phrase "or exposure to a contagious disease" and, further, upon adoption that said amendment be effective as of January 1, 1944. In accordance with the rules this proposed amendment lays on the "Calendar."

ADJOURNED.

EDWARD J. O'CONNELL
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, May 15, 1944.

REGULAR MEETING:

Members present: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher.

Vice-Chairman Miss Kelleher in the chair.

At the request of Committeewoman Mrs. Conant it was unanimously agreed to correct the minutes of the meeting of May 1, 1944 by inserting in the motion changing the date of a Parent-Teacher-Pupil meeting the words "Gannet School" and also to add the word 'Massachusetts' before the words 'Dept. of Public Safety' wherever they appear in the report of the Committee on Buildings and Grounds as set forth in the minutes of May 1, 1944. It was then voted on motion by Committeewoman Mrs. Conant and seconded by Committeeman Dr. Gummere, to approve the minutes of the meeting of May 1, 1944 as corrected.

It was voted on motion by Committeewoman Mrs. Conant to place on file a communication from the Mass. Learn to Swim Committee thanking the School Committee for their splendid cooperation in the recent swimming survey of the children in the public schools of Cambridge.

A communication was received from the Cambridge Women's War Finance Committee, asking permission to use, for the cost of janitor service only, the Rindge Technical School Auditorium on July 8 for a War Bond Rally and again on July 7 for a rehearsal. On motion by Committeewoman Mrs. Conant it was unanimously voted to suspend the rules for the purpose of taking action on this request. On motion by Committeewoman Mrs. Conant it was voted that the Cambridge Women's War Finance Committee be granted permission to use the Rindge Technical School Auditorium on July 7 and July 8 upon payment of janitor's fees.

A communication was received from the Naval Training School at Harvard University asking that they be permitted to use the Rindge Technical School Auditorium for the cost of janitor service only, on May 26, June 30, July 28 and August 25 from 2 o'clock to 4 o'clock in the afternoon. It was unanimously voted to suspend the rules for the purpose of taking action on this request. It was then voted on motion by Committeeman Wood that permission as requested be granted upon payment of janitors' fees.

It was voted to refer to the Superintendent with power a request received from the Red Cross that they be permitted to have an announcement made to the school children of Cambridge that special Red Cross swimming and life-saving instruction will be featured at the Cambridge beaches during the summer months.

On motion by Committeeman Wood it was voted to accept the kind invitation extended to the School Committee by the Cambridge Committee on Public Safety, Protection Division, to attend the Sports Night for all A. R. P messenger and Boy Scouts at Rindge Auditorium, Friday, May 19.

On motion by Committeeman Wood it was voted to accept the kind invitation extended to the School Committee by His Honor, Mayor John H. Corcoran, to attend the "I Am An American Day" celebration to be held on Sunday, May 21, 1944 at Rindge Technical School Auditorium.

On motion by Committeeman Wood it was voted to accept the kind invitation extended to the SchoolCommittee by the American Legion, Cambridge Post to participate in the annual memorial exercises on Tuesday, May 30 at Cambridge cemetery.

Complying with a request of the City Manager contained in his letter to the committee dated May 6th it was voted on motion by Committeeman Reardon that in addition to the sums previously appropriated to "Municipal Pensions" that the City Manager be requested to recommend an appropriation of $250.00 to "Municipal Pensions," said sum to be provided by transfer from the salary appropriations of the School Department.

It was voted to make part of the records the following communication from the City Council:

IN CITY COUNCIL

May 1, 1944.

ORDERED: That in addition to the amounts previously appropriated, the sum of forty-eight thousand seven hundred fifty-eight dollars thirty-two cents ($48,758.32) be and the same hereby is appropriated to the School Department, Schedule A-1, Permanent Employees, to provide $100.00 permanent yearly increase in salaries of all permanent employees of the School Department, effective April 1, 1944; said sum to be included in and made part of the tax levy for the year 1944.

A true copy.

Attest:

FREDERICK H. BURKE,
City Clerk.

On motion by Committeeman Wood and seconded by Committeeman Dr. Gummere it was voted to lay on the table the following report on the proposed Plastic Course at Rindge Technical School as submitted by Headmaster John W. Wood, and that Headmaster Wood be invited to appear at the next meeting of the committee to explain the fact set forth in said report.

Rindge Technical School

May 16, 1944.

School Committee,
Cambridge, Mass.

The following is quoted from the School Board meeting of January 17, 1944:

"Relative to the matter of a course in Plastics at the Rindge Technical School, Headmaster John W. Wood appeared before the Committee and outlined the plans and costs for starting the Plastics Course and advised that inasmuch as the student's programs for this school year are well underway it woud be wiser to wait and determine from the graduating classes of the grammar schools and the present students at Rindge Technical School how large a number of students would be interested in taking this course. On motion by Mayor Corcoran and seconded by Committeeman Wood it was voted that further action in this matter be postponed until the second meeting of May and that the Headmaster be given authority to state that such a course shall be established if there is sufficient demand."

Since that time I have, to the best of my ability, inve stigated the demand for a course in plastics. I have visited all of the eighth grades, and in a twenty or thirty minute discussion, have tried to give them a sufficient background so that they could visualize the extent and importance of the plastics industry. As a method of illustration I have carried with me various plastics products which have been provided by the kindness of interested individuals. I should like to mention particularly the Northern Industrial Chemical Company of Elkins Street, South Boston, and the Bakelite Company of 300 Madison Avenue, New York.

I have fixed in my own mind as a minimum demand, fifty to sixty boys who would, after due consideration, elect a plastics course. We find that up to the present time at least double this number have elected the course, in spite of the uncertainty and the pioneer character of the project.

I, therefore, recommend the establishment of a four year course in plastics to be opened next September. This involves the following important considerations:

(1) There must be set aside for our use sufficient room for a plastics shop, in which may be developed the practical work in plastics.

(2) A teacher should be appointed this spring to have charge of this development, to take office next September.

(3) We will need to have available a sum not exceeding $3,000.00 to cover the initial expense of equipment and materials. Consideration of heavy machinery is postponed for some future time.

Respectfully submitted,

JOHN W. WOOD,

Headmaster.

SUPERINTENDENT OF SCHOOLS

(Reports and Recommendations)

The Superintendent recommended the adoption of the following Text Books, said recommendation to lay on the "Calendar" in accordance with the rules:

PUBLISHED BY HOUGHTON MIFFLIN CO.
Everyday Living, by Harris, Tate, Andrews, Gr. 7-8.

PUBLISHED BY HARPER & BROS.
I Wanted Wings, by Day.
1000 Pre-Flight Problems, by Thompson & Aiken.

PUBLISHED BY BRUCE PUBLISHING CO.
Auto Mechanics, by Ray F. Kuns.

The Superintendent presented the following report:

Mary B. O'Brien, teacher in the High and Latin School was married on December 11, 1943 to John J. O'Neill. Mrs. O'Neill's name will appear on our records as Mary B. O'Neill.

Mary C. Nevins, teacher in the Abraham Lincoln School was married on April 9, 1944 to Edwin P. Whittemore. Mrs. Whittemore's name will appear on our records as Mary C. Whittemore.

Catherine A. Pray, assistant kindergartner in the Russell School, was married on April 15, 1944 to Frank J. Donahue. Mrs. Donahue's name will appear on our records as Catherine A. Donahue.

The Superintendent recommended that the Local Rationing Board be granted permission to use Room 259, Rindge Technical School on Monday evening, May 29 for the purpose of holding a meeting of all tire inspectors in the city. On motion by Committeeman Wood it was voted that the recommendation be adopted.

The Superintendent submitted the following communication from the City Solicitor:

CITY OF CAMBRIDGE

Law Department

May 6, 1944.

Superintendent of Schools
Cambridge, Mass.

Please be advised that this office has received $125.00 on account of the claim of the School Department against Mrs. Jared Reynolds, who is offering this sum as a compromise settlement of the entire bill, which we believe to be $150.00.

A receipt was given to Mrs. Reynolds which indicated that we were holding this sum in trust upon the following conditions:

1. That this amount be in compromise of the full amount.

2. That Mrs. Reynolds' daughter be given a diploma signifying her graduation from the Cambridge High and Latin School.

If your department will indicate its approval of both of these accounts which we recommend, we shall be able to close the matter and remit this sum of money to the City Treasurer.

MOSIER B. GOLDBERG,

Assistant City Solicitor.

Committeewoman Mrs. Conant moved to accept the sum of $125.00 as a compromise settlement of the bill for $150.00 owed for tuition by Mrs. Jared Reynolds. Committeeman Reardon offered a substitute motion that the City Solicitor advise the School Committee if it is the usual method of procedure in all cases of money due the city, where cases are hard of collection, to compromise and accept part settlements. The chair ruled the substitute motion out of order on the grounds that it pertains to business of other city departments and the School Committee only has jurisdiction over the School Department. It was then voted to adopt a motion by Committeeman Foley, seconded by Committeeman

Reardon, to lay this matter on the table and request the City Solicitor to submit an opinion as to the legality of accepting such settlements of bills owed the Cambridge School Department.

The Superintendent presented a communication from Mrs. Frederick R. Grace, in charge of price panel assistance for the OPA, advising that in view of the fact that Mayor Corcoran has proclaimed Price Control Week, which is being marked throughout the country by attempts to educate the public to their responsibility as cooperators with OPA rulings, she desired to distribute through the public school children price ceiling lists with brief instruction by the teachers as to their meaning and importance, this method having been used very effectively in New York. The Superintendent recommended that permission as requested be granted and on motion by Committeeman Reardon it was voted to adopt the Superintendent's recommendation.

On motion by Committeeman Wood and seconded by Committeeman Reardon it was voted to refer the following communication to the Committee on Athletics:

May 12, 1944

Mr. John M. Tobin,
Asst. Supert. of Schools,
Cambridge, Mass.

Dear Sir:

The attached reports are recommended by the Headmasters of the High and Latin and Rindge Technical Schools, and the Director of Physical Education to become effective September, 1944.

These reports include a plan of organization for Physical Education Schedules and Programs for both High Schools.

This new arrangement of classes for all High and Latin School students participating in some Physical Education Activity one or more periods weekly, will make unnecessary the continuance of the present daily physical room drill.

At Rindge, in so far as possible, all classes except the Freshmen will be assigned to gymnasium classes. Facilities and time will not permit assignment of Freshmen to gymnasium classes, but they will continue to hold the daily physical room drill. All other classes will discontinue the daily physical room drill.

In First Aid Classes all students fulfilling the Red Cross requirements will receive an official Junior or Standard Red Cross First Aid Certificate.

We should include under a Health Program in Physical Education, four general assemblies with movie sound pictures of health and sports in season, and brief talks by the School Physician, Dentist, Nurse and Dietician. Credits to be given for all programs.

Respectfully submitted,
JOSEPH J. SMITH,
Director.

REPORTS OF COMMITTEES

On motion by Committeewoman Mrs. Conant and seconded by Committeeman Dr. Gummere it was voted to accept the following report of the Committee on Buildings and Grounds and adopt the recommendation contained therein:

COMMITTEE ON BUILDINGS AND GROUNDS

May 15, 1944

Present: Mrs. Cora Butler Conant, Chairman; Dr. Richard M. Gummere, Robert J. Reardon.

It was voted to ask the Committee on Athletics whether they can find another place for the running track with the suggestion that the entire playground area at the High and Latin School be devoted to girls.

It was voted to adjourn.

Respectfully submitted,
MRS. CORA BUTLER CONANT,
Chairman.

Committeeman Wood in the chair.

On motion by Vice-Chairman Miss Kelleher it was voted to accept the following report of the Committee on

Athletics and adopt the recommendations contained therein:

COMMITTEE ON ATHLETICS

May 15, 1944

Present: Margaret M. Kelleher, Chairman; Russell A. Wood.

The committee voted to recommend acceptance of the resignation of Garrett D. Foley, as Faculty Manager at the High and Latin School, effective June 30, 1944.

Your committee approved certain cleaning bills authorized by the School Committee at a previous meeting.
It was voted to adjourn.

Respectfully submitted,
MARGARET M. KELLEHER,
Chairman.

Vice-Chairman Miss Kelleher, in her capacity as chairman of the Committee on Athletics, submitted the nomination of William M. Fraser, teacher at the High and Latin School, to fill the position of Faculty Manager. No action was taken on this nomination and it was then voted to adopt a motion by Committeeman Reardon that notice of a vacancy in the position of Faculty Manager in the High and Latin School be published for the purpose of receiving applications for said position.

UNFINISHED BUSINESS

Calendar:

On motion by Vice-Chairman Miss Kelleher and seconded by Committeeman Reardon it was voted on the following roll-call to adopt the amendment to the rules as submitted at the meeting of May 1, 1944 and as set forth below: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yes'; Mayor Corcoran absent:

"Section 4a, Chapter XXII be amended by adding after the words 'personal illness' the words 'or exposure to a contagious disease'; and, further, upon adoption that said amendment be effective as of January 1, 1944."

Vice-Chairman Miss Kelleher in the chair.

Tabled Matters:

On motion by Committeewoman Miss Kelleher and seconded by Committeeman Dr. Gummere it was voted to take from the table an adopt the report of all permanent vacancies now existing, as presented by the Superintendent at the meeting of April 17, 1944.

Awaiting Report:

Conforming to an order of the committee that he report relative to the request of the Park Department—

"that a few of the school buildings be made available for children's programs under supervision after school hours during the Spring and Fall; and also that they be granted permission to use the Thorndike, Roberts, Russell and Agassiz School buildings for evening programs two or three evenings each week from November to April"

—the Superintendent advised the committee that this request is really for resumption of an arrangement which was in effect a few years ago and which was suspended because of curtailed Park Department appropriations and if the plan outlined meets with the approval of School Committee, the Park Department will assume the cost of all personnel, including janitor service. On motion by Committeeman Dr. Gummere and seconded by Committeeman Foley it was voted that the permission requested by the Park Department be granted on the conditions that all activities are properly supervised and that the expense for all personnel necessary tocarry on these programs be paid by the Park Department.

NEW BUSINESS

Committeewoman Mrs. Conant moved that the Superintendent of Schools confer with the Chief of Police to see whether the Attendance Officers can cooperate in any way on the problem of the teen age groups. After considerable debate Committeewoman Mrs. Conant withdrew her motion by unanimous consent and it was voted on the following roll-call to adopt a motion by Committeeman Wood, seconded by Committeeman Reardon, that the Chief of Police be urged to enforce the curfew law with the object of preventing any possibility of a recurrence of juvenile disturbances as recently reported in the press: Committeemen Mrs. Conant, Dr. Gummere, Mr. Reardon and Mr. Wood voting yes; Committeemen Foley and Vice-Chairman Miss Kelleher voting no; Mayor Corcoran absent.

It was voted to lay on the table the following motion submitted by Committeewoman Mrs. Conant:

ORDERED: That the School Committee requisition the Mass. Dept. of Civil Service for a Supervisor of Cambridge High School Lunches with a salary of $4,000.00 per year.

Duties: To draw up specifications for the purchase of food supplies; to plan menus based upon adequate nutrition standards; to have the supervision of all menus in the two high schools and in the open air classes, of the distribution of milk and other supplies, of lunch room sanitation; to be responsible for the ordering of all food supplies required; to be responsible for the receipt and recording of all supplies received in bulk as ordered through the office of the Business Manager; to train adult assistants in the preparation and serving of food; to analyse equipment on hand in the lunch rooms; to recommend redistribution and supplementation; to develop nutrition education through correlation with the Health Education Program; to perform related work as required.

Applicants who have passed their fiftieth birthday on the date of examination will not be eligible to apply.

Committeeman Foley presented the following motion:

ORDERED: That the Cambridge School Committee go on record as recommending the replacement of the present Wyman Open Air School with a modern health school, the replacement to be made as a post war project and that the services of an architect be engaged to draw plans for this project now; and, further, that a copy of this recommendation of the School Committee be sent to the City Manager with a request that this action be communicated to the person in charge of Post War Planning.

During a debate, a motion to adjourn by Committeewoman Mrs. Conant was negatived on the following roll-call: Committeewoman Mrs. Conant voting yes; Committeemen Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting no; Mayor Corcoran absent. It was then voted to adopt a motion by Committeeman Mr. Foley, seconded by Committeeman Dr. Gummere, to lay the foregoing order on the table until the next meeting.

It was voted to adjourn.

ADJOURNED.

EDWARD J. O'CONNELL,
Secretary of the School Committee.

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Thursday, May 25, 1944

SPECIAL MEETING:

Called at the request of Committeemen Robert J. Reardon, Russell A. Wood and John J. Foley for the purpose of considering the advisability of ordering 'no sessions' for all schools on Monday, May 29, in view of the exceptional preparations for the patriotic observance of Memorial Day this year extending from Sunday through Tuesday.

Members present: Committeemen Mrs. Conant, Mr. Foley, Mr.Reardon, Mr. Wood and Vice-Chairman Miss Kelleher.

Vice-Chairman Miss Kelleher in the chair.

On motion by Committeeman Wood and seconded by Committeeman Reardon it was voted, on the following roll-call, that there shall be no sessions of the public schools nor shall the administrative offices be open for business on Monday, May 29, 1944: Committeemen Mr. Foley, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yes'; Committeewoman Mrs. Conant voting 'no'; Committeeman Dr. Gummere and Mayor Corcoran absent.

It was voted to adjourn.

ADJOURNED.

EDWARD J. O'CONNELL,

Secretary of the School Committee.

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, June 5, 1944

REGULAR MEETING:

Members present: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Committeeman Dr. Gummere it was voted that the minutes of the meeting of May 15, 1944 and the special meeting of May 25, 1944 be approved as copied.

A request was received from Chapter 14, United War Mothers of America, requesting permission to use the Thorndike School auditorium once a month for their meetings, without cost. A motion by Committeeman Reardon to suspend the rules for the purpose of taking action on this request failed of adoption on the following roll-call: Committeemen Mr. Foley and Mr. Reardon voting 'yes'; Committeemen Mrs. Conant, Dr. Gummere, Miss Kelleher, Mr. Wood and Mayor Corcoran voting 'nay.'

It was voted to place on file a communication from the Naval Training School at Harvard University thanking the committee for allowing them the use of the Rindge Auditorium at no charge.

It was voted to make part of the records the following communication from the City Council:

IN CITY COUNCIL

May 22, 1944

ORDERED: That in addition to the amounts previously appropriated the sum of two hundred and fifty dollars be and the same hereby is appropriated to Municipal Pensions and Annuities, Schedule F-7; said sum to be provided by transfer from School Department Schedule A-1, Permanent Employees.

In City Council, May 22, 1944. Adopted by a yea and nay vote. Yeas 9; Nays 0; Absent 0.

A true copy.

Attest: FREDERICK H. BURKE,
City Clerk.

It was voted that the Board of Election Commissioners be granted permission to use the following schools for registration of voters and as polling places for the primary on July 11 and the election on November 7:

REGISTRATION OF VOTERS

Kelley School—June 12 and 13 (7-9 p. m.)
Longfellow School—June 14 and 15 (7-9 p. m.)
Russell School—June 12 and 13 (7-9 p. m.)
Agassiz School—June 14 and 15 (7-9 p. m.)

PRIMARY AND ELECTION

(July 11)	(Nov. 7)
Putnam	Houghton
Thorndike	Agassiz
Kelley	Peabody
Fletcher	Lowell
Roberts	Russell
Longfellow	Haggerty
Willard	Sleeper
Webster	Ellis
Morse	

It was voted to place on file a communication from the Cambridge Conference on Wartime Problems relative to more frequent use of school buildings after school hours for all children.

A communication was received from Troop No. 46, Boy Scouts, asking permission to use the basement and yard of the Lowell School the afternoon and evening of June 4 for Boy Scout activities. On motion by Committeeman Dr. Gummere and seconded by Committeeman Mr. Foley it was voted that permission as requested be granted.

A communication was received from Russell E. Hoyt Post, Veterans of Foreign Wars, advising that School Department employees John J. Moran, Thomas J. Hughes, Matthew J. Mahoney and John F. Campbell have been elected delegates to the State and National conventions of the Veterans of Foreign Wars and requesting that they be granted leave of absence without loss of pay to attend said conventions. On motion by Committeeman Dr. Gummere and seconded by Committeewoman Mrs. Conant it was voted that this communication be referred to the Assistant Superintendent for further inquiry.

SUPERINTENDENT OF SCHOOLS

(Reports and Recommendations)

The Superintendent reported that Mary K. Doherty, teacher in the Physical Education Department, has been granted military leave of absence for the duration of the war, effective May 31, 1944.

The Assistant Superintendent presented a communication from George B. Colesworthy, master of the Peabody School advising that the Peabody Parents' Association has purchased and desire to present to the school a beautiful Globe. It was voted that the master of the Peabody School be granted permission to receive this gift from the Peabody Parents' Association and that he extend the School Committee's sincere thanks to the donors.

The Superintendent recommended that the following teachers, having completed successfully three years' service in the Cambridge Public Schools be placed on tenure from September 1, 1944 in accordance with the rules of the School Committee: This recommendation lays on the "Calendar" in accordance with the rules.

High and Latin—Agatha C. F. Maguire.

Rindge Technical—Paul G. Dugan.

Hospital Teacher—Mary F. Buckley.

The Superintendent recommended that the following teachers be re-elected for one year from September 1, 1944 in accordance with the rules of the School Committee: (This recommendation lays on the "Calendar" in accordance with the rules.)

High and Latin—Esther M. McDonald.

Rindge Technical—William J. Coughlan, William J. Joyce.

Sewing—Gertrude J. Trant.

On recommendation of the Assistant Superintendent it was voted on the following roll-call to adopt an amendment of offer for maintenance and operation of War-Time Child Care Facilities and a resolution authorizing John M. Tobin Assistant Superintendent of Schools to accept certain offers as set forth below: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting yea.

UNITED STATES OF AMERICA FEDERAL WORKS AGENCY

Amendment of Offer for Maintenance and Operation of War Time Child Care Facilities

Project No. Mass. 19-M-8

April 12, 1944

The United States of America hereby offers to amend its offer to the School Department, City of Cambridge dated March 1, 1944 which you accepted as of March 20, 1944, by changing the amount "$45,877" in the first paragraph to "$78,877."

By FLORENCE KERR,
Asst. to Administrator.

RESOLUTION AUTHORIZING

JOHN M. TOBIN, Assistant Superintendent of Schools to Accept Certain Offers.

WHEREAS, on March 1, 1944, the United States of America offered to contribute to the School Department, City of Cambridge, for the maintenance and operation of war-time child care facilities for a period from May 1, 1943 to December 31, 1944 (Project No. Mass. 19-M-8), and

WHEREAS, on March 29, 1944, said offer was duly accepted by vote of the School Committee, and

WHEREAS, an Amendatory Offer dated April 12, 1944 has been transmitted to the School Department and accepted by the vote of the School Committee on June 5, 1944, and

WHEREAS, it is deemed advisable and in the public interest to appoint an individual to accept any and all additional or amendatory Offers which may be made by the United States of America in connection with the abovementioned Project,

NOW, THEREFORE, BE IT ORDERED:

THAT, John M. Tobin, Assistant Superintendent of Schools in the City of Cambridge, be and he hereby is authorized to accept in behalf of the School Department, City of Cambridge and for and in behalf of the School Committee of the City of Cambridge, any and all additional or amendatory offers which may be made by the United States of America to the School Department of the City of Cambridge or to the School Committee of the City of Cambridge in connection with the above mentioned Project, provided such additional or amendatory offers shall relate to the maintenance and operation of war-time child care facilities for a period May 1, 1943 to and including December 31, 1944, or some part of said period.

The Superintendent recommended that the following Text Books be approved for use in the Cambridge Public Schools, said recommendation to lay on the "Calendar" in accordance with the rules:

PUBLISHED BY GINN & COMPANY.

Best-liked Literature, Book One and Two, by Broening and others.

The Assistant Superintendent reported that some time ago the School Department was asked to cooperate with a committee designated by His Excellency, the Governor, and chairmaned by Joseph E. Sharkey formerly of the Associated Press, by appointing a committee to compile a report on "The Contribution of Cambridge Schools to the War Effort." Each member of the committee received a copy of the completed report as compiled by a committee of teachers consisting of John J. Danahy, Miss Anna P. Butler, Rosmary Hogan, Francis J. Carney and John J. Sullivan. The typewriting and stenography was done by the pupils of the Secretarial Department of the High and Latin School. The Assistant Superintendent expressed his gratitude to all who contributed to this admirable report of the patriotic activities of the teachers and pupils in connection with World War II.

REPORTS OF COMMITTEES

Committee on Buildings
and Grounds:

On motion by Committeeman Wood and seconded by Committeewoman Miss Kelleher it was voted, by roll-call vote, to accept the following report of the Committee on Buildings and Grounds and adopt the recommendations contained therein: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yes.'

COMMITTEE ON BUILDINGS AND GROUNDS

Meeting of June 5, 1944

Present: Mrs. Cora Butler Conant, chairman; Dr. Richard M. Gummere, Robert J. Reardon.

It was voted to recommend acceptance of the bid submitted by Warren Bros., of Cambridge (lowest responsible bidder) for surfacing the playground at the Houghton School at $1.50 per square yard in accordance with the advertised specifications, the total cost to be chargeable to the Lanham Act funds.

The Chief Custodian reported a break in the Thorndike School resulting in considerable vandalism although nothing of value has been reported taken. The matter has been referred to the Police Department for action.

It was voted to adjourn.

Respectfully submitted,

MRS. CORA BUTLER CONANT,
Chairman.

Committee on Athletics:

On motion by Committeeman Wood, member of the Committee on Athletics, and seconded by Dr. Gummere, it was voted that permission be granted to the Cambridge High and Latin School Baseball Team to play in a post-season game to which they have been invited.

Committeewoman Miss Kelleher, Chairman of the Committee on Athletics recommended adoption of the plan of organization and physical education schedule and program for both high schools as submitted by Joseph J. Smith, Director of Physical Education, and referred to the Committee on Athletics at the May 15 meeting of the School Committtee. It was voted to lay this recommendation on the table.

Committeewoman Miss Kelleher, chairman of the Committee on Athletics, recommended the appointment of the following athletic personnel:

Director of High School Athletics—Leander A. MacDonald.

Head Coach, Football, High and Latin—Adam Elcewicz.

Assistant Coach, Football, High and Latin—Frank J. Frisoli.

Head Coach, Football, Rindge Technical—Wilfred J. Metivier.

Asst. Coach, Football, Rindge Technical—Thomas Smith.

Faculty Manager, Rindge Technical—Henry C. Lynch.

Athletic Physician, Rindge Technical—Robert E. Driscoll, M. D.

Athletic Physician, High and Latin—Charles E. Brusch, M. D.

Committeeman Wood moved that the election of the foregoing be laid on the table. After considerable discussion Committeeman Wood was given unanimous consent to withdraw his motion to table and on the following roll-call it was voted on motion by Committeeman Foley to adopt the recommendation of the chairman of the Committee on Athletics only insofar as it pertains to football coaches: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere and Mr. Wood voting 'yes'; Committeemen Miss Kelleher, Mr. Reardon and Mayor Corcoran voting 'nay.'

On motion by Committeeman Wood it was voted on the following roll-call that Henry C. Lynch be confirmed as Faculty Manager at Rindge Technical School: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea.'

Committeeman Reardon moved that the recommendation that Leander A. MacDonald as Director of High School Athletics be confirmed. A motion by Committeeman Wood to table this recommedation was carried on the following roll-call; Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere and Mr. Wood voting 'yea'; Committeemen Miss Kelleher, Mr. Reardon and Mayor Corcoran voting 'nay.'

Vice-Chairman Miss Kelleher in the chair.

On motion by Mayor Corcoran it was voted on the following roll-call to adopt the recommendation of the chairman of the Committee on Athletics that Dr. Brusch be appointed Athletic Physician at High and Latin School and Dr. Robert E. Driscoll be appointed Athletic Physician at Rindge Technical School: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting yea.'

On motion by Committeeman Wood it was voted to proceed to the election of Faculty Manager at High and Latin School.

Mayor Corcoran nominated William M. Fraser, teacher at High and Latin School.

Committeeman Reardon nominated Joseph L. C. Santoro, teacher at High and Latin School.

A motion by Committeewoman Mrs. Conant that consideration of these nominations be referred to executive session failed of adoption on the following roll-call: Committeemen Mrs. Conant, Dr. Grummere and Mr. Wood voting 'yea'; Committeemen Mr. Foley, Miss Kelleher, Mr. Reardon and Mayor Corcoran voting 'nay.' On the following roll-call William M. Fraser was declared elected Faculty Manager at High and Latin School:

Mrs. Conant voted for Joseph L. C. Santoro.

Mr. Foley voted for William M. Fraser.

Dr. Gummere voted for William M. Fraser.

Miss Kelleher voted for William M. Fraser.

Mr. Reardon voted for Joseph L. C. Santoro.

Mr. Wood voted for William M. Fraser.

Mayor Corcoran voted for William M. Fraser.

A motion to reconsider the above roll-call vote, hoping it would not prevail, failed of adoption.

Committeewoman Miss Kelleher, chairman of the Committee on Athletics presented a communication from the coach of the championship High and Latin Track Team requesting that members of his team be awarded jackets in accordance with the rules. On motion by Committeeman Foley it was voted that this request be temporarily tabled.

UNFINISHED BUSINESS

It was voted that the text books recommended by the Superintendent at the meeting of May 15, 1944 be adopted.

Vice-Chairman Miss Kelleher in the chair.

Tabled Matters:

It was voted to take from the table the bids for paper, paper pads, pens, pencils, notebooks, etc. On motion by Mayor Corcoran, seconded by Committeeman Reardon it was then voted on the following roll-call to award the bids as recommended by the Assistant Business Agent and set forth below: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea.' A motion to reconsider this vote failed of adoption.

ITEM NO.	FIRM	QUANTITY	UNIT PRICE	TOTAL
1.	J. L. Hammett Co.	2000 reams	.342	$ 684.00
2.	J. L. Hammett Co.	1000 reams	.1745	174.50
3.	J. L. Hammett Co.	500 reams	.15	75.00
4.	J. L. Hammett Co.	800 reams	.14	112.00
5.	J. L. Hammett Co.	2000 reams	.24	480.00
6.	J. L. Hammett Co.	2000 reams	.2375	475.00
7.	J. L. Hammett Co.	1200 reams	.16	192.00
8.	J. L. Hammett Co.	1200 reams	.15-7/8	190.50
9.	Edward E. Babb & Co.	300 reams	.379	113.70
10.	Edward E. Babb & Co.	75 reams	.758	56.85
11.	J. L. Hammett Co.	80 reams	.80	64.00
12.	J. L. Hammett Co.	50 reams	1.60	80.00
13.	J. L. Hammett Co.	500 doz.	.2375	118.75
14.	J. L. Hammett Co.	500 doz.	.24	120.00
15.	J. L. Hammett Co.	500 doz.	.37	185.00
16.	J. L. Hammett Co.	350 doz.	.32	112.00
17.	J. L. Hammett Co.	35 M	46.50	1627.50
18.	Edward E. Babb & Co.	1000 reams	.199	199.00
19.	Henry S. Wolkins Co.	5 M	10.40	52.00
20.	Henry S. Wolkins Co.	35 M	1.19	41.65
21	Edward E. Babb & Co.	10 M	2.02	20.20
22.	Edward E. Babb & Co.	25 M	2.09	52.25
23.	J. L. Hammett Co.	1 ream	13.20	13.20
24.	Gledhill Brothers	2 reams	18.25	36.50
25.	Edward E. Babb & Co.	1 ream	13.00	13.00
26.	Edward E. Babb & Co.	40 M	3.24	129.60
27.	J. L. Hammett Co.	200 pkg.	lot	41.75
28.	J. L. Hammett Co.	100 pkg.	lot	42.60

29.	J. L. Hammett Co.	30 reams	1.35	40.50
30.	Gledhill Brothers	1500 reams	.332	498.00
31.	Gledhill Brothers	600 reams	.425	255.00
32.	Gledhill Brothers	100 reams	.385	38.50
33.	Henry S. Wolkins Co.	300 pkg.	.27	81.00
34.	Henry S. Wolkins Co.	50 reams	.40	20.00
35.	J. L. Hammett Co.	100 gross	1.80	180.00
	Commercial Supply Co.	50 gross	1.80	90.00
36.	Allen Stationery Co.	25 gross	2.16	54.00
37.	Allen Stationery Co.	25 gross	3.60	90.00
38.	Henry S. Wolkins Co.	35 gross	1.92	67.20
39.	J. L. Hammett Co.	50 doz.	.66	33.00
40.	J. L. Hammett Co.	10 gross	7.00	70.00
41.	J. L. Hammett Co.	40 pkg.	1.10	44.00
42.	J. L. Hammett Co.	25 pkg.	1.10	27.50
43.	J. L. Hammett Co.	5 gross	1.45	7.25
44.	J. L. Hammett Co.	85 doz	1.50	127.50
45.	Henry S. Wolkins Co.	5 bu.	4.80	24.00
46.	Gledhill Brothers	3 doz.	4.10	12.30
47.	J. L. Hammett Co.	1 doz.	6.00	6.00
48.	Gledhill Brothers	1 doz.	6.50	6.50
49.	Henry S. Wolkins Co.	2 doz.	4.80	9.60
50.	Henry S. Wolkins Co.	15 M	.80	12.00
51.	Gledhill Brothers	20 M	.58	11.60
52.	J. L. Hammett Co.	4 gross	32.00	128.00
53.	J. L. Hammett Co.	30 qt.	.55	16.50
54.	J. L. Hammett Co	8-1/3 gross	5.40	45.00
55.	J. L. Hammett Co.	100 doz.	.75	75 00

Mayor Corcoran in the chair.

Bids were presented for supplying anthracite and bituminous coal. A motion by Committeeman Foley that the coal bids be laid on the table failed of adoption on the following roll-call: Committeemen Mr. Foley, Mr. Reardon and Mr. Wood voting 'yea'; Committeemen Mrs. Conant, Dr. Gummere, Miss Kelleher and Mayor Corcoran voting 'nay.'

On motion by Vice-Chairman Miss Kelleher it was voted on the following roll-call to adopt the recommendation of the Assistant Business Agent and award the contract for supplying bituminous coal to J. P. O'Neill Coal Company, 62 Webster Avenue, Somerville, Mass., at a price of $9.52 per ton; Committeemen Mrs. Conant, Dr. Gummere, Miss Kelleher and Mayor Corcoran voting 'yea'; Committeemen Mr. Foley, Mr. Reardon and Mr. Wood voting 'nay.' A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Vice-Chairman Miss Kelleher it was voted on the following roll-call to adopt the recommendation of the Assistant Business Agent and award the contract for supplying anthracite coal to J. P. O'Neill Coal Company, 62 Webster Avenue, Somerville, Mass., at a price of $15.70 per ton: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea.' A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Committeewoman Miss Kelleher it was voted on the following roll-call to accept the bid of the Cambridge Recorder for printnig the minutes of the School Committeee meetings at a price of $3.50 per page of straight copy: Committeemen Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea'; Committeewoman Mrs. Conant voting 'nay.' A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

It was voted to take from the table the report on the proposed Plastics Course at Rindge Technical School as submitted by the Headmaster, John W. Wood. Headmaster Wood appeared before the committee and stated that he believed his written report covered the subject thoroughly and after answering questions by committee members it was voted on the following roll-call to adopt a motion by Committeeman Wood, seconded by Committeeman Reardon, that the report of the Headmaster of the Rindge Technical School on the proposed Plastics Course as set forth in detail in the minutes of the meeting of May 15, 1944 be approved and the recommendations contained therein adopted: Committeemen Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea'; Committeewoman Mrs. Conant 'not voting.'

On motion by Committeeman Foley it was voted to take from the table the following order as presented at the meeting of May 15, 1944:

"ORDERED: That the Cambridge School Committee go on record as recommending the replacement of the present Wyman Open Air School with a modern health school, the replacement to be made as a Post War Project and that the services of an architect be engaged to draw plans for this project now; and, further, that a copy of this recommendation of the School Committee be sent to the City Manager with a request that this action be communicated to the person in charge of Post War Planning."

Committeeman Foley moved adoption of the above order. On motion by Committeeman Dr. Gummere it was voted to amend this order by adding "that the services of an expert on child health care be engaged as consultant to the architect." It was then voted on the following roll-call to adopt the order as amended:

Committeemen Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea'; Committeewoman Mrs. Conant voting 'nay.'

Awaiting Report:

Relative to the motion that the City Solicitor submit an opinion as to the legality of the School Committee accepting compromise settlements of bills due for tuition, the following communication was received from the City Solicitor:

CITY OF CAMBRIDGE

Law Department

May 18, 1944

Mr. Edward J. O'Connell
Secretary of the School Committee
1700 Cambridge Street
Cambridge, Mass.

Dear Sir:

In answer to your request for an opinion relative to a compromise settlement of a bill owed by Mrs. Jared Reynolds, contained in your letter of May 17, it is the opinion of this office that your Board has the right to accept such a compromise under either of the following conditions:

First: That there is a dispute as to the amount of the bill, and/or

Second: That there is a dispute as to the residence of the student, and

Third: That the financial status of the debtor makes such a compromise advisable.

Our investigation has indicated some basis for both Nos. 2 and 3, particularly the latter. Hence, we refer you to our recommendation of previous date.

Yours very truly,

MOSIER B. GOLDBERG,
Assistant City Solicitor.

On motion by Committeeman Reardon, seconded by Committeewoman Mrs. Conant it was voted to accept the sum of $125.00 from Mrs. Jared Reynolds in compromise settlement of the full amount due for tuition for her daughter in accordance with a communication from the City Solicitor, dated May 6, 1944.

NEW BUSINESS

Committeeman Mrs. Conant presented the following proposed amendment to the rules, which lays on the "Calendar" in accordance with the rules:

"The rules adopted Dec. 21, 1942 governing sick leave and vacations of janitors, custodians and watchmen shall be amended to include janitresses; so that Section 1 and 2 under 'Sick Leave,' and sections 1 and 2 under 'Vacations' shall be understood to apply in their entirety to janitresses as well as to janitors, custodians and watchmen".

On the following roll-call it was voted to adopt a motion by Vice-Chairman Miss Kelleher that the School Committee renew the contract with James P. Hoar for the operation of the lunchrooms at the High and Latin School and Rindge Technical School for one year: Committeemen Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea'; Committeemen Mrs. Conant and Mr. Foley voting 'nay'. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Vice-Chairman Miss Kelleher offered the following motion:

"Because of the constant monthly decreases in enrollment of all elementary schools during the current school year, I move that the re-opening of the Lowell School as a primary school be postponed until October 1, 1944 at which time the Superintendent shall place before the School Committee the actual number of pupils to be enrolled by their parents in the Lowell School."

On motion by Committeeman Wood it was voted on the following roll-call to lay on the table the motion relating to the Lowell School: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, and Mr. Wood voting 'yea'; Committeemen Miss Kelleher, and Mayor Corcoran voting 'nay.'

It was voted to lay on the table a motion submitted by Committeeman Foley "that the sum of $3,000.00 be appropriated for the Plastics Course as recommended by the Headmaster of Rindge Technical School and approved by the School Committee said sum to be provided by transfer from School Department Schedule A-1 Permanent Employees."

It was voted to lay on the table a motion by Committeeman Foley that the sum of $1,000.00 be appropriated for the services of an architect and the sum of $500.00 be appropriated for the services of an expert on child health care to be engaged as consultant to the architect in connection with the order adopted at this meeting recommending the replacement of the present Wyman Open Air School with a modern health school.

On motion by Committeeman Foley it was voted to take from the table the communication to the Committee on Atheltics from the track coach at High and Latin School relating to the award of jackets to the championship High and Latin School track team. Committeeman Foley then moved "that sweaters or jackets be awarded the members of the High and Latin School track team in recognition of their excellent school spirit and fine performance in winning the Class B Massachusetts Indoor Track Championship, and that the coach of this championship track team be congratulated for his very successful efforts." It was voted that this matter lay on the table.

It was voted to lay on the table a motion by Committeeman Reardon "that all janitors and custodians shall be excused from reporting for duty on Saturday mornings during June, July and August, except that one janitor or custodian shall be assigned in rotation to the Business Office which is the only division of the department remaining open on Saturday mornings."

It was voted to lay on the table a motion by Committeeman Reardon "that in connection with the city-wide drive now in progress, all masters, principals, janitors and custodians be instructed to gather at once all waste paper and other scrap material within their building which shall be turned over to the Cambridge Salvage Committee for proper disposal."

It was voted to lay on the table a motion by Committeeman Reardon "that the Committee on Buildings and Grounds be instructed to have the grounds around the High and Latin School landscaped to the extent of planting a greater amount of suitable shrubbery for the purpose of cooperating with the City Manager's project of beautifying city buildings."

It was voted to lay on the table a motion by Committeeman Reardon "that the Recreation Department be requested to conduct playground activities at the Gannet School during the summer months."

It was voted to convene in executive session.

It was voted to place on file a communication from Anthony P. Ianneciello relative to his status as a substitute teacher.

It was voted to reconvene in regular session.

It was voted that the votes passed in executive session be ratified and affirmed.

It was voted to adjourn.

ADJOURNED.

EDWARD J. O'CONNELL,
Secretary of the School Committee.

SCHOOL COMMITTEE
(OFFICIAL REPORT)

Monday, June 19, 1944.

REGULAR MEETING:

Present: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Committeeman Dr. Gummere and seconded by Committeewoman Miss Kelleher it was voted that the minutes of the meeting of June 5, 1944 be approved as copied.

A communication was received from the Cambridge Teachers' Club asking permission for members of a coordinating committee to attend meetings of the School Committee and to have official recognition in matters of professional interest. On motion by Committeewoman Mrs. Conant it was voted that this matter be tabled. It was further voted, on motion by Committeeman Wood, that a hearing be granted the Teachers' Club to discuss this matter.

A request was received from John E. Gardner, janitor in the School Department since February, 1933, and a veteran of World War I who has reached the age of fifty years, asking that he be retired on pension in accordance with the Veterans Pension Act Sec. 56, Chap. 32 of the General Laws, because he is incapacitated for further duty. On motion by Committeeman Foley it was voted on the following roll-call to recommend to the City Manager that Mr. Gardner be pensioned in accordance with the general laws: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea.'

On motion by Committeeman Reardon it was voted on the following roll-call to grant the request of the Veterans of Foreign Wars that leave of absence without loss of pay be granted to John J. Moran, Thomas J. Hughes, Matthew J. Mahoney and John F. Campbell, employees of the School Department and delegates to the State and National conventions of the Veterans of Foreign Wars, the State convention to be held on June 22, 23, 24 and 25 and the National convention to be held August 22, 23, 24 and 25: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea.'

A communication was received from the Cambridge Post, American Legion, asking that any employee of the School Department who is a member of the American Legion be granted leave of absence without loss of pay to attend the State convention on August 10, 11 and 12. On motion by Committeeman Reardon it was voted on the following roll-call that employees of the School Department who are delegates or officials at the State convention of the American Legion be granted leave of absence without loss of pay to attend said convention: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea.'

On motion by Committeeman Wood it was voted to make part of the records the following communication from the Division of Civil Service:

Commonwealth of Massachusetts
Division of Civil Service

June 7, 1944.

Hon. John H. Corcoran
Chairman, School Committee
Cambridge, Mass.

Dear Sir:

Referring to the tentative classification of positions in the Cambridge School Department, a copy of which I sent to you on January 18 last, I am writing to inform you that, not having heard from your committee as to any changes which,in the opinion of the Committee, should be made in this classification, I am putting it into effect. Employees will be notified of the allocation of their positions under the classification plan which has been adopted in the service of the City of Cambridge.

Very truly yours,
ULYSSES J. LUPIEN,
Director.

On motion by Committeewoman Mrs. Conant and seconded by Committeeman Dr. Gummere it was voted to place on file a communication from the Cambridge School Department Employees Union,Local 776, thanking the committee for the increase in salary recently granted all employees of the School Department.

The Secretary recommended that the Assistant Superintendent be granted authority to solicit bids and award the contract for reprinting the School Committee Rules. On motion by Committeeman Wood, seconded by Committeewoman Miss Kelleher it was voted on the following roll-call to adopt the Secretary's recommendation: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea.'

SUPERINTENDENT OF SCHOOLS

(Reports and Recommendations)

The Superintendent reported the retirement, effective July 1, 1944 of Esther S. Dodge, a teacher in the High and Latin School since 1897; of Sara L. Fisher, teacher in the High and Latin School since 1910; of Irene L. Phelps, teacher in the Peabody School since 1904. On motion by Committeewoman Mrs. Conant it was voted that the School Committee express to these retiring teachers their sincere appreciation for the long and faithful years of service they have rendered to the Cambridge School Department.

The Superintendent recommended that leave of absence be granted to Francis B. Whouley, teacher in the Boys' Vocational School and a lieutenant in the Mass. State Guard, on May 22, to May 25 inclusive and again from June 18 to September 4, inclusive, for the purpose of carrying out orders issued by the Mass. State Guard and that he be reimbursed the difference between his salary as a member of the State Guard and as a teacher in the Boys' Vocational School. On the following roll-call it was voted on motion by Committeewoman Mrs. Conant that the Superintendent's recommendation be adopted: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yes.'

The Superintendent recommended that in addition to amounts previously appropriated, the City Manager be reqested to recommend an appropriation of $100.00 for Elementary School baseball umpires, said sum to be provided by transfer from School Department, Schedule A-1, Permanent Employees. On motion by Committeemen Reardon and seconded by Committeewoman Mrs. Conant it was voted on the following roll-call to adopt the Superintendent's recommendation: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea.'

On petition of the Smaller Business Association of New England the Assistant Superintendent recommended that a course in Supervisory Training, to be conducted by the State Department of Education, be approved and notice thereof be sent to Mr. Earl B. Webb, Supervisor of Distributive Education of the State Department of Education, and that a sum of $30.00 be appropriated to defray the cost of said course. It was explained that this course is directly connected with the problems of rehabilitation and that the School Department will be reimbursed to the sum of one-half the cost incurred. On motion by Committeeman Wood and seconded by Committeemen Miss Kelleher it was voted on the following roll-call to approve the Superintendent's recommendation: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea.'

REPORTS OF COMMITTEES

Committee on Buildings and Grounds:

On motion by Committeeman Wood and seconded by Committeewoman Miss Kelleher it was voted on the following roll-call to approve the report of the Committee on Buildings and Grounds as set forth below and adopt the recommedations contained therein: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea.'

COMMITTEE ON BUILDINGS AND GROUNDS

June 19, 1944

Present: Mrs. Cora Butler Conant, Chairman; Dr. Richard H. Gummere. Robert J. Reardon.

It was voted to recommend that a survey of the inside telephone and broadcasting systems at the High and Latin Schools be carried out by a representative of the R. D. Kimball Company, designers of the equipment, Mr. David O'Connor, City Electrician, and Mr. William Fitzgerald, Chief Custodian of the School Department, who shall report their findings to the Committee on Buildings and Grounds with recommendations as to what should be done to put this equipment in proper order.

It was voted to recommend that the bid for painting the interior of the Willard School at a price of $3,750.00 be accepted and the contract awarded to the John T. Bergin Company of Cambridge.

It was voted to recommend that the bid for painting the exterior of the Haggerty School at a price of $870.00 be accepted and the contract awarded to the John T. Bergin Company of Cambridge.

It was voted to recommend that the contract for repairing the roof at the Roberts School be awarded to the lowest bidder, Columbia Cornice Company at a price of $389.00.

It was voted to recommend that the contract for repairing boilers at the Peabody, Morse and High and Latin Schools be awarded to the Kendall Boiler and Tank Company of Cambridge, the lowest bidder, at a price of $2700.00.

It was voted to recommend that a sum of approximately $155.00 be paid to the Cambridge Electric Light Company for replacing the pole in the Houghton School yard with underground wires.

It was voted to adjourn.

Respectfully submitted,
MRS. CORA BUTLER CONANT,
Chairman.

UNFINISHED BUSINESS

Calendar:

On motion by Committeewoman Mrs. Conant and seconded by Committeeman Reardon it was voted to approve the Text Books as recommended by the Superintendent at the meeting of June 5, 1944.

In the matter of teachers recommended by the Superintendent for reelection and tenure at the meeting of June 5, 1944 it was unanimously agreed to vote on each teacher individually.

On the following roll-call it was voted on motion by Committeeman Reardon to approve the Superintendent's recommendation that Agatha C. F. Maguire, a teacher in the High and Latin School, having completed successfully three years' service in the Cambridge Public Schools be placed on tenure from September 1, 1944 in accordance with the rules of the School Committee: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea.'

On motion by Committeeman Reardon and seconded by Committeewoman Miss Kelleher it was voted on the following roll-call to approve the Superintendent's recommendation that Paul G. Dugan, Rindge Technical School Teacher, having completed successfully three years' service in the Cambridge Public Schools be placed on tenure from September 1, 1944 in accordance with the rules of the School Committee: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea.'

On motion by Committeeman Reardon and seconded by Committeewoman Miss Kelleher it was voted on the following roll-call to approve the Superintendent's recommendation that Mary F. Buckley, Hospital Teacher, having completed successfully three years' service in the Cambridge Public Schools, be placed on tenure from September 1, 1944 in accordance with the rules of the School Committee: Committeeman Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea.'

On motion by Committeeman Reardon, seconded by Vice-Chairman Miss Kelleher, it was voted on the following roll-call to approve the Superintendent's recommendation that Esther M. McDonald, High and Latin School teacher, William J. Coughlan, William J. Joyce and Louis F. Ferrari, Rindge Technical School Teachers, be re-elected for one year from September 1, 1944 in accordance with the rules of the School Committee: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea.'

On motion by Committeeman Wood and seconded by Vice-Chairman Miss Kelleher it was voted on the following roll-call that Gertrude J. Trant, Sewing Teacher, be re-elected for one year from September 1, 1944 in accordance with the rules of the School Committee: Committeemen Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea.' Committeewoman Mrs. Conant voting 'nay.'

A motion by Committeeman Wood to reconsider the foregoing votes on re-election and tenure of teachers, hoping the same would not prevail, failed of adoption.

On motion by Committeewoman Mrs. Conant it was voted on the following roll-call to adopt the proposed amendment, as presented at the meeting of June 5, 1944, to the amended rules governing sick-leave and vacations of janitors, custodians and watchmen, by inserting after the word "janitor" wherever it appears the word "janitress" so that the sections would apply in their entirety to janitresses as well as to janitors, custodians and watchmen: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea.' On the following roll-call it was then voted to adopt the amended rules as amended by the foregoing: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea.' A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Tabled Matters:

On motion by Committeeman Foley and seconded by Vice-Chairman Miss Kelleher it was voted to take from the table and give leave to withdraw to the motion requisitioning Civil Service for a supervisor of lunchrooms at a salary of $4,000.00 per year.

On motion by Committeeman Reardon and seconded by Vice-Chairman Miss Kelleher it was voted to take from the table the recommendation of the Committee on Athletics to adopt the plan of organization and physical education schedule and program for both high schools as submitted by the Director of Physical Education. On motion by Committeeman Reardon and seconded by Vice-Chairman Miss Kelleher it was voted on the following roll-call to adopt the plan of organization and physical education schedule and program for both high schools as set forth below: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea.'

May 12, 1944.

The attached reports are recommended by the Head Masters of High and Latin and Rindge Technical Schools, and the Director of Physical Education to become effective September, 1944.

These reports include a plan of organization for Physical Education Schedules and Programs for both high schools.

This new arrangement of classes for all High and Latin School students participating in some Physical Education Activity one or more periods weekly, will make unnecessary the continuance of the present daily physical room drill.

At Rindge, in so far as possible all classes except the Freshman will be assigned to gymnasium classes. Facilities and time will not permit assignment of Freshmen to gymnasium classes, but they will continue to hold the daily physical room drill. All other classes will discontinue the daily physical room drill.

In First Aid Classes all students fulfilling the Red Cross requirements will receive an official junior or standard Red Cross First Aid certificate.

We should include under a health program in Physical Education, four general assemblies with movie sound pictures of health and sports in season, and brief talks by the School Physician, Dentist, Nurse and Dietician.

Credits to be given for all programs.

PHYSICAL EDUCATION ORGANIZATION—HIGH AND LATIN SCHOOL

BOYS

Gymnasium:

Juniors and Seniors—4 periods a week. 4 credits.
Sophomores—2 periods a week.. 2 credits.
Freshmen—2 periods a week. 2 credits.

Corrective or First Aid:

All Classes—1 period a week. 1 credit.

GIRLS

Gymnasium:

Sophomores—2 periods a week. 2 credits.
Freshmen—2 periods a week. 2 credits.

Corrective or First Aid:

Elective for Juniors and Seniors—1 period a week. 2 credits for first aid. 1 credit for Corrective.

RINDGE TECHNICAL SCHOOL

Gymnasium:

Sophomores, Juniors, Seniors—2 periods a week. 2 credits.

Corrective or First Aid:

Sophomores, Juniors, Seniors—1 ;period a week. 2 credits for First Aid. 2 credits for Corrective.

Freshmen:

Daily 15 minute physical room drill.

Respectfully submitted,

JOSEPH J. SMITH,

Director.

On motion of Vice-Chairman Miss Kelleher, seconded by Committeeman Dr. Gummere it was voted to take from the table the motion "that the recommendation of Leander A. MacDonald as Director of High School Athletics be confirmed." It was unanimously agreed to accept other nominations for this position. Vice-Chairman Miss Kelleher again nominated Leander A. MacDonald. Committeeman Wood nominated Joseph C. Sullivan. On the following roll-call Leander A. MacDonald was declared elected to the position of Director of High School Athletics:

Mrs. Conant voted for Leander A. MacDonald.

Mr. Foley voted for Leander A. MacDonald.

Dr. Gummere voted for Leander A. MacDonald.

Miss Kelleher voted for Leander A. MacDonald.

Mr. Reardon voted for Leander A. MacDonald.

Mr. Wood voted for Joseph C. Sullivan.

Mayor Corcoran voted for Leander A. MacDonald.

A motion to reconsider the above vote, hoping same would not prevail, failed of adoption.

On motion by Vice-Chairman Miss Kelleher, seconded by Committeeman Mr. Foley, it was voted to take from the table the motion that "because of the constant monthly decrease in enrollment of all elementary schools during the current school year, I move that the re-opening of the Lowell School as a primary school be postponed until October 1, 1944 at which time the Superintendent shall place before the School Committee the actual number of pupils to be enrolled by their parents in the Lowell School." Committeeman Foley, on a point of order, asked the chair to rule on the legality of the motion inasmuch as a motion to reopen the school in September has been adopted at a previous meeting. The chair ruled that the motion was in order inasmuch as no action has been taken to carry out the intent of the motion to reopen the school. Vice-Chairman Miss Kelleher moved adoption of the motion. A motion for the previous question by Committeeman Wood was withdrawn by unanimous consent. Committeeman Dr. Gummere moved to amend the motion by striking out the word "October 1" and inserting in place thereof the words "September 1" and further by adding "and the names of parents who have children who will attend the Lowell School be submitted before that time." A motion for the previous question having prevailed it was voted on the following roll-call to adopt Committeeman Dr. Gummere's amendment: Committeemen Mrs. Conant, Dr. Gummere, Miss Kelleher and Mayor Corcoran voting 'yea'; Committeemen Mr. Foley Mr. Reardon and Mr. Wood voting 'nay.' On a roll-call vote it was then voted to adopt the following motion as emended:

"Because of the constant monthly decrease in enrollment of all elementary schools during the current school year, the re-opening of the Lowell School as a primary school shall be postponed until September 1, 1944 at which time the Superintendent shall place before the School Committee the actual number of pupils to be enrolled by their parents in the Lowell School and the names of parents who have children who will attend the Lowell School be submitted before that time.

Committeemen Mrs. Conant, Dr. Gummere, Miss Kelleher and Mayor Corcoran voting 'yea'; Committeemen Mr. Foley, Mr. Reardon and Mr. Wood voting 'nay.'

It was voted to take from the table the motion "that the sum of $3,000.00 be appropriated for the Plastics Course as recommended by the Headmaster of Rindge Technical School and approved by the School Committee, said sum to be provided by transfer from School Department Schedule A-1 Permanent Employees." On motion by Committeeman Foley and seconded by Committeeman Reardon it was voted on the following roll-call to adopt the motion: Committeemen Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea'; Committeewoman Mrs. Conant not voting. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Committeeman Foley and seconded by Committeeman Dr. Gummere it was voted to take from the table the motion "that the sum of $1,000.00 be appropriated for the services of an architect and the sum of $500.00 be apropriated for the services of an expert on child health care to be engaged as consultant to the architect in connection with the order adopted recommending the replacement of the present Wyman Open Air School with a modern health school." On motion by Committeeman Foley and seconded by Committeeman Dr. Gummere it was voted, on the following roll-call to adopt the foregoing motion: Committeemen Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Wood and Mayor Corcoran voting 'yea'; Committeewoman Mrs. Conant voting 'nay.' A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Committeeman Foley it was voted to take from the table the motion "that sweaters or jackets be awarded the members of the High and Latin School Track Team in recognition of their excellent school spirit and fine performance in winning the Class B Massachusetts Indoor Track Championship, and that the coach of this championship track team be congratulated for his very successful efforts." Committeeman Foley moved adoption of the motion. Vice-Chairman Miss Kelleher moved to amend by adding that the members of the football teams of Rindge Technical School and High and Latin School be awarded sweaters and all awards to be made in the fall. On the following roll-call it was voted to adopt a substitute motion by Committeeman Wood that the matter of awarding sweaters be referred to the Committee on Athletics with full power: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea.'

On motion by Committeeman Reardon, seconded by Committeeman Foley, it was voted to take from the table the motion "that all janitors and custodians shall be excused from reporting for duty on Saturday mornings during June, July and August, except that one janitor or custodian shall be assigned in rotation to the Business Office which is the only division of the department remaining open on Saturday morning": On the following roll-call it was voted on motion by Committeeman Reardon, seconded by Committeeman Foley, to adopt the foregoing motion: Committeemen Mr. Foley, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea'; Committeemen Mrs. Conant and Dr. Gummere voting 'nay.' A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Committeeman Reardon, seconded by Committeeman Dr. Gummere, it was voted to take from the table and adopt the motion "that in connection with the city-wide drive now in progress, all masters, principals, janitors and custodians be instructed to gather up at once all waste paper and other scrap material within their building which shall be turned over to the Cambridge Salvage Committee for proper disposal."

On motion by Committeeman Reardon, seconded by Committeewoman Mrs. Conant it was voted to take from the table and adopt the motion "that the Committee on Buildings and Grounds be instructed to have the grounds around the High and Latin School landscaped to the extent of planting a greater amount of suitable shrubbery for the purpose of cooperating with the City Manager's project of beautifying city buildings."

On motion by Committeeman Reardon, seconded by Committeeman Dr. Gummere, it was voted to take from the table and adopt, the motion "that the Recreation Department be requested to conduct playground activities at the Gannet School during the summer months."

NEW BUSINESS

Vice-Chairman Miss Kelleher in the chair.

Mayor Corcoran moved that the City Manager be requested to recommend an appropriation of $5,000.00 to defray the cost of conducting a survey of repairs needed at the following schools to be carried out as a post-war project and His Honor, the Mayor be requested to select a person or persons to conduct the survey and report their findings to the Committee on Buildings and Grounds; said sum to be provided by transfer from School Department Schedule A-1, Permanent Employees:

Houghton School (old section).
Kelley School.
Morse School.
Putnam School.
Wellington School.
High and Latin School (old section.)

Committeeman Wood moved to amend the motion by striking out "$5,000.00."A motion for the previous question having prevailed Committeeman Wood's amendment failed of adoption on the following roll-call: Committeeman Wood voting 'yea'; Committeemen Mrs.Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon and Mayor Corcoran voting 'nay.' It was then voted on the following roll-call to adopt Mayor Corcoran's motion as set forth above: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon and Mayor Corcoran voting 'yea'; Committeeman Wood voting 'nay.' A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Committeewoman Mrs. Conant presented a proposed amendment to Chapter IX, Sec. 3 of the rules of the School Committee by striking out the last sentence and inserting in place thereof the following:

"The candidate shall have successful Home Economics teaching experience —at least two years in the case of a candidate for high school and at least one year in the case of a candidate for elementary schools."

The foregoing proposed amendment to the rules lays on the "Calendar" in accordance with the rules.

On the following roll-call it was voted to adopt a motion by Committeeman Foley that the sum of $1,000.00 for an architect and the sum of $500.00 for an expert on child health care which the committee voted earlier in this meeting to request the City Manager to appropriate in connection with the order recommending the replacement of the present Wyman Open Air School, be provided by transfer from School Department Schedule A-1 Permanent Employees: Committeemen Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea'; Committeewoman Mrs. Conant voting 'nay.'

It was voted to convene in executive session.

A communication was presented from Anthony P. Iannecello asking that he be granted a hearing before the School Committee and further that he be allowed to be represented by counsel relative to his status as a substitute teacher. On the following roll-call it was voted that the communication be placed on file: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher and Mayor Corcoran voting 'yea'; Committeeman Reardon voting 'nay'; Committeeman Wood not voting stating that a roll-call is not in order in executive session.

A communication was received from Walter F. Connell, custodian at the Rindge Technical School, asking that he be granted leave of absence for the months of July and August without loss of salary due to severe illness. It was voted on the following roll-call that Mr. Connell be granted leave of absence for July and August without loss of pay because of illness: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon and Mayor Corcoran voting 'yea'; Committeeman Wood not voting and stating that a roll-call vote is not in order in executive session.

The Superintendent recommended the election of Leo J. Jennings as a teacher of Plastics at Rindge Technical School at a salary of $2600.00 per year, effective September 1, 1944, this recommendation to lay on the "Calendar" in accordance with the rules.

The Assistant Superintendent presented a communication from the Headmaster of Rindge Technical School advising that with the appointment of a Plastic Teacher in September it will be possible to organize next year with one less teacher in Freshman subjects due partly to a somewhat smaller registration in the Freshman Class and partly to the fact that the plastics sections will be taken care of and, therefore, the services of James J. Dougherty, military substitute teacher, will not be needed. The Superintendent recommended that Mr. Dougherty's service terminate at the close of the present school year and on the following roll-call it was voted to adopt the Superintendent's recommendations: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher and Mayor Corcoran voting 'yea'; Committeeman Reardon voting 'nay'; Committeeman Wood not voting and stating that a roll-call vote is not in order in executive session.

It was voted to recovene in regular session.

It was voted on the following roll-call to ratify the votes passed in executive session: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

It was voted to adjourn.

ADJOURNED.

EDWARD J. O'CONNELL

Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Friday, August 11, 1944.

SPECIAL MEETING:

Called at the request of Committeemen Richard M. Gummere, Mrs. Cora Butler Conant, and Robert J. Reardon, acting in accordance with Section 3 Chapter 1 of the Rules of the School Committee for the purpose of considering a report of a meeting of the sub-committee on Building and Grounds held on Wednesday, August 9, 1944 at which meeting the following votes were taken: ,

1. It was voted to recommend that the sub-committee on Buildings and Grounds be empowered to employ a competent engineer to survey the existing sound apparatus at the High and Latin School.

2. It was voted that appropriate action be taken regarding the painting of the exterior of the Roberts School.

3. It was voted to recommend that appropriate action be taken on the five existing vacancies in janitorial service.

Members present: Committeemen Mrs. Conant, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher.

Vice-Chairman Miss Kelleher in the chair.

On motion by Committeeman Reardon it was voted that action on repairing the sound apparatus at the High and Latin School be postponed until a later date.

On motion by Committeewoman Mrs. Conant it was voted that action on the painting of the exterior of the Roberts School be postponed until the first meeting in September.

On motion by Committeewoman Mrs. Conant it was voted that action on the five existing vacancies in the janitorial service be postponed until the first meeting in September.

It was voted to adjourn:

ADJOURNED.

EDWARD J. O'CONNELL,

Secretary of the School Committee.

(OFFICIAL REPORT)

SCHOOL COMMITTEE

Tuesday, Sept. 5, 1944.

REGULAR MEETING:

Members present: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Committeeman Wood it was voted to approve the minutes of the regular meeting of June 15, 1944 and the special meeting of August 11, 1944 as copied.

A communication was received from Mary B. O'Neill, a teacher on leave of absence from the High and Latin School, requesting that her leave of absence be extended until November 1, 1944 without salary. On motion by Committeeman Reardon, seconded by Committeeman Foley, it was voted that leave of absence be extended as requested.

On motion by Committeeman Dr. Gummere, seconded by Committeewoman Mrs. Conant, it was voted to extend the leave of absence without salary of Anna R. Crane, teacher on leave of absence from the High and Latin School, from September 1, 1944 to Sept. 1, 1945.

A communication was received from the Naval Training School at Harvard University requesting permission to use the Rindge Auditorium from 2 p.m. to 4. p.m on Sept. 29, October 27, November 24, and December 29. On motion by Committeeman Foley, seconded by Committeewoman Miss Kelleher, it was voted to grant permission as requested on the same terms and conditions of former lease.

On motion by Committeeman Reardon, seconded by Vice-Chairman Miss Kelleher, it was voted to refer to the Superintendent with power a request received from the United War Mothers of America, Cambridge Chapter, that they be allowed to use the Thorndike School Hall on the first Thursday of each month for the purpose of holding meetings.

On motion by Committeewoman Mrs. Conant, it was voted to refer to the Superintendent with power a communication from the Polish Book and Art Exhibit requesting permission to use the Rindge Auditorium on October 28 for the purpose of holding the final lecture of the exhibit.

It was voted to refer to the Committee on Buildings and Grounds a communication from Elizabeth Walsh Hughes, whose property abuts the land of the High and Latin School, relative to the condition of the play area of the High and Latin School.

It was voted to refer to the Committee on Buildings and Grounds a request for transfer of assignment received from Patrick Connors, janitor in the High and Latin School.

Application was received from Beatrice A. Nugent, clerk in the Business Office, for transfer to clerk in the Rindge Technical School Office. It was voted to delay action in this matter until later in the meeting.

It was voted to make part of the records the following communication from the City Manager relative to the retirement of John E. Gardner, custodian at the Houghton School:

CITY OF CAMBRIDGE

Executive Department

July 11, 1944.

E. J. O'Connell, Sec'y.
School Committee,
Cambridge, Mass.

Dear Sir:

I hereby approve of pension application of John E. Gardner, custodian in the School Department, under the provisions of Chapter 32, Section 56 of the General Laws.

Mr. Gardner, who is fifty years of age, is a World War Veteran and has been employed in the School Department since February 1933. He is now incapacitated for further service as a custodian, as certified by Dr. Edward Chalfen.

Retirement to be effective at the close of business on July 27, 1944.

Very truly yours,

John B. Atkinson,
City Manager.

It was voted to make part of the records the following report submitted by Patrick J. Moynihan, C.P.A.:

August 24, 1944.

To the
Honorable Members of the
Cambridge School Committee
1700 Cambridge Street,
Cambridge, Mass.

Acting on the authority contained in your letter dated April 10, 1944, I have audited the books and records of your department for the six calendar months ended June 30, 1944.

Three statements are attached and form part of this report. They are:

Schedule A. Statment of Original Appropriation by Classification of Expenditures, Internal Transfers, Amended Appropriation Totals, Payments Jan. 1, to June 30, 1944. Unpaid Encumbrances and Free Balances as of June 30, 1944.

Schedule B. Detail of Cash Receipts January 1 to June 30, 1944.

Schedule C. Receipts and Expenditures for Child Day Care

(a) July 1, 1943 to December 31, 1943

(b) January 1, 1944 to June 30, 1944.

The scope of our examinations included an examination of all original business documents, postings, footings and mathematical computations. All payrolls were checked and deductions therefrom verified against leave-of absence cards. Promotional step rates on special increases were checked against the authorizations in the minutes of the School Committee. All purchase orders issued by the business office were checked into the purchase order journal, the footings of the journal were verified and their postings checked into the appropriation ledger. Warrants drawn upon the City Auditor were compared with invoices of records and their correct distribution to the various expenditure classifications verified. Records of receipts from all sources were examined and acknowledgement of transfers to the City Treasurer were examined. Authorizations for rent of school halls and duplicate record of deposit receipts were checked. Bank statements and cancelled checks drawn against depositors for the Athletic Fund were audited and the closing bank balances reconciled with the book records. Tuition charges were verified and upaid balances tabulated.

Transfers between Appropriation Items

Five transfers between items of appropriations were voted by your committee within the six months under review. The record of each transfer was forwarded by the Secretary to the City Manager with a request for approval of each transfer by the City Council. No approvals had been received up to the date of audit. There is some doubt as the legal authority of the City Council over internal transfers.

In my opinion the School Committee has full jurisdiction over adjustments within the various classification of expenditures but it is advisable to establish this fact now by legal opinion or agreement with the City Manager or City Council so that the transfers under discussion and future transfers may become legally effective when voted by your body.

Child Day Care

In Schedule C there is presented a summary of income and expenditures in connection with the Child Day Care program for (a) six months July 1, 1943 to December 31, 1943 and (b) January 1, 1944, to June 30, 1944.

On December 31, 1944 there was an expended balance of $20,295.92. As of June 30, 1944 the unexpended balance was $38,249.12. In addition the Federal Government is obligated by its letter of April 17, 1944, to make additional grants of $32,456.45 making a total of $70,705.57 available for expenditure during the closing six months of 1944.

The expenditures for the first six months of 1944 were $41,402.35. The amount available for expenditures appears to be comfortably in excess of the amount that may be normally expended. This point is raised in repeating a recommendation made in an earlier report to your honorable body that the regular office force be relieved of the clerical detail connected with this program and that two extra clerks be employed to handle all the bookkeeping routine associated with Child Day Care. They should be set up independently of the present permanent staff and paid from the special funds. Your business office is not overstaffed. The personal is sufficient to take care of the normal business routine of the department. Any additional routine of a semi-permanent nature causes postponements and delay in the regular record keeping as well as laxities and errors. I believe it will add to office efficiency to detach the Child Day Care business offices.

Purchase Order Records

Every purchase order or formal contract becomes an immediate charge against an appropriate item. For this reason it is essential that all orders or contracts be recorded immediately and also that the entry be accurate as to amount and charged against the correct appropriation.

The following errors appeared in your purchase records:-

Invoice No.	Amount	Charged to	Correct Entry
5858	30.00	B-39	B-39 - $20.00 and El - $10.00.
5967	6.63	F-14	Entered as $6.39.
6133	13.50	B-10	Should be charged to D-9
6339	53.82	F-14	Entered as $55.38.
6348	2.88	D- 9	Should be charged to F-14
6409	5.93	F-14	Entered as $5.86.
6898	117.40		Omitted from the records
6979	130.00	B-39	Should be B-39 - $65 and El $65.00.
7243	33.20	F-14	Entered as $31.20.
7494	40.00	B-39	Should be B-39 - $31.25 and El $8.75.
7508	5.17	F-14	Entered as $6.30.
7522	13.08	F-14	Entered as $12.88.
7523	4.02	F-14	Entered as $4.20.
May 9	14.00	B- 3	Not entered in Purchase Order Book - but entered in appropriation ledger
May 1	52.95	B- 5	Not entered in Purchase Order Book - but entered in appropriation ledger
	2183.99	B- 8	Not posted to appropriation ledger.
June 19	2700.00	B-39	Not entered in Purchase Order Book -
June 19	700.00	B-39	Not entered in Purchase Order Book -
	75.00	B-44	Not entered in Purchase Order Book -
	3.44	D-11	Not entered in Purchase Order Book -
	80.58	F- 2	Not entered in Purchase Order Book -
	746.37	G- 7	Not entered in Purchase Order Book -

The free balances of each item of appropriation as shown in Schedule A, attached gives effect to the adjustments necessary to correct the above list of errors.

Complaint must again be recorded against the practice of entering many of the final and permanent totals in pencil. This practice is fairly general and can be found frequently in all the books of accounts. Footings of columns of figures and other records can be penciled, until their accuracy is established but once this is done the figures should be inked in. Penciled figures become easily blotched which creates an unnecessary inconvenience when, if of permanent value, the figures need to be referred to at some later date.

Where the entries for a month end in the middle of a page the remainder of the page should remain blank and the entries for the succeeding month begin on a new page. This will establish a well defined break between monthly records, permit ruling off and writing in the totals at the end of each month, and leave room for any corrections or notations that have to be made as each month's totals are accumulated.

The following charges were unpaid on your books as of June 30, 1944:

Accounts Receivable

1943	Charged To	Amount	For
Mar 22	Victory Garden Committee	$19.00	Rent of Longfellow Hall.
Dec 22	Scott Earl G	5.00	Tuition
	TOTAL	$.24.00	
1944			
Feb 1	Gillis John D.	30.00	Paid $50. allowed to pay balance when student acquires it, by vote, April 17, 1944.
June 28	City of Boston	21.12	Tuition
June 28	Town of Belmont	21.96	Tuition
June 28	City of Everett	4.80	Tuition
June 28	City of Revere	3.84	Tuition
June 28	City of Somerville	87.36	Tuition
June 28	Town of Watertown	25.26	Tuition
June 28	Philco Corporation	100.38	Sale of Old Batteries
	TOTAL	$237.72	

The item charged against the Victory Garden Committee appears doubtful of collection. If it is uncollectible it should be charged off. In addition to items listed above, there are also outstanding old accounts, dated subsequent to July 1, 1938, of $1,576.94 and items over six years old of $1878.85 on which collections are being made in small amounts and infrequently.

Rental of Halls

All rentals of school halls, between January 1, 1944 and June 30, 1944, amounting to $141.00 were collected and properly deposited.

Athletic Fund

The balance of this fund on June 30, 1944 was $1,449.16, made up as follows·

Balance - Checking Account	$668.12
Savings Account - F P Magann Fund	221.82
Cambridge Savings Bank	559.22
TOTAL	$1,449.16

All income to this fund was audited and cancelled checks for all disbursements were examined. The income was traced into the depository bank and the bank balances each month reconciled with the book balance.

Trust Funds

All income from trust funds has been acquired by the School Committee and properly applied.

General

In general the record keeping shows continuing improvement. The office force is making an earnest effort to keep the records up to date. While some of the errors listed earlier in this report are serious in that they tend to give your committee overstated or understated free balances for each appropriation, they must be partially excused because of the demands upon the time of the office force by the extraordinary amount of detail connected with the Child Day Care program.

All purchase orders carry proper approvals. Warrants are prepared and bills paid regularly. Discounts, where available, are now taken on time. Invoices and other records are filed accurately and promptly.

I wish to express appreciation to all members of the office force for their cooperation during the period of this audit.

PATRICK J. MOYNIHAN,

Certified Public Accountant.

SUPERINTENDENT OF SCHOOLS

(Reports and Recommendations)

The Superintendent reported the retirement of the following teachers:

Katherine F. Callahan, teacher, Houghton School, effective July 1, 1944.

Evelyn M. Dormer, teacher, Sleeper School, effective July 1, 1944.

Beatrice F. Kelly, teacher, Elem. Sewing, effective July 1, 1944.

It was voted to transmit to each of the above retiring teachers the School Committee's gratitude for the long years of concientious service rendered to the children of Cambridge.

It was voted to accept the following resignations as presented by the Superintendent:

Hallette Conant, teacher, A. Lincoln School, effective July 1, 1944.

Alice P. Kelley, teacher Houghton School, effective July 1, 1944.

Ellen H. Smith, Elem. Sewing, effective July 1, 1944.

Mary F. Buckley, teacher, Camb. Sanatorium, effective Sept. 1, 1944.

Eleanor M. Goulart, teacher, Longfellow School, effective Sept. 1, 1944.

Margaret A. Morrissey, teacher, High & Latin School, effective Sept. 1, 1944.

Margaret M. Lorenzen, teacher, Peabody School, effective Sept. 1, 1944.

Anna L. Murphy, teacher, High and Latin School, effective Sept. 1, 1944.

Mary F. Dolan, teacher, Haggerty School, effective Sept. 22, 1944.

The Superintendent recommended that Mary A. Macklin, a teacher in the Cambridge School Department for forty-two years, and who has reached the age of sixty-two years, be retired on pension in accordance with Section 43, of Chapter 32 of the General Laws effective July 1, 1944. On motion by Committeeman Reardon, seconded by Committeeman Dr. Gummere, it was voted on the following roll-all to adopt the Superintendent's recommendation: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea'.

The Superintendent reported the retirement of Marion H. Pike clerk in the Rindge Technical School Office, effective Sept. 1, 1944. The Assistant Superintendent stated that Miss Pike has been a faithful and loyal employee for thirty-five years. It was voted on motion by Committeeman Reardon, and seconded by Committeeman Foley, that the School Committee express to Miss Pike their appreciation for the long years of faithful and efficient service which she has rendered to the Cambridge School Department.

The Superintendent recommended that Beatrice A. Nugent, clerk in the Business Office, whose application for transfer was read earlier in the meeting, be transferred to clerk in the Rindge Technical School Office, effective October 2, 1944. On motion by Committeewoman Mrs. Conant it was voted that the Superintendent's recommendation be adopted.

On motion by Vice-Chairman Miss Kelleher, seconded by Committeeman Reardon, it was voted to adopt a recommendation of the Superintendent that, in accordance with Sec. 3, Chap. XXI of the rules of the School Committee, the following teachers be excused from reporting on the opening day of school:

Albert J. Brooks, Agassiz
Julia A. Pierce, Morse.
M. Agnes Tierney, Wellington,
Eleanor Ramhofer, Peabody.
Louise P. Kennedy, High and Latin.

The Superintendent reported that Mae E. Sullivan, teacher in the Longfellow School, has been granted leave of absence for military service in accordance with the rules, effective August 15, 1944.

The Superintendent reported that in accordance with regulations of the School Department, Marie M. Conway, teacher at the Morse School, has been granted maternity leave of absence from Jan. 1, 1944 to July 1, 1945.

The Superintendent recommended that Catherine M. Riley ,teacher at the Wellington School, be granted leave of absence without salary from Sept. 1, 1944 to Sept. 1, 1945. On motion by Committeeman Reardon, seconded by Vice-Chairman Miss Kelleher, it was voted to adopt the Superintendent's recommendation.

The Superintendent presented applications from three members of the faculty who have been in the military service and who desire to have their military leave of absence terminate on September 11, 1944.

The Superintendent recommended termination of the military leave of absence of Gerald M. Barry, John J. O'Brien and Walter N. Conlon, teachers in the High and Latin School, and that said teachers be instructed to resume their duties as teachers in the High and Latin School on the opening day of School, September 11, 1944. On motion by Committeeman Reardon, and seconded by Vice-Chairman Miss Kelleher, it was voted on the following roll-call to adopt the Superintendent's recommendation: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea.'

On motion by Committeeman Foley, seconded by Committeewoman Mrs. Conant, it was voted to approve a recommendation that the Salvation Army be permitted to solicit voluntary contributions in the Cambridge Public Schools for the Annual Greater Boston Annual Appeal.

The Superintendent recommended that the Cambridge Committee of Russian War Relief be granted permission to distribute fliers to the elementary and secondary school population describing the house-to-house collection of clothing, for Russian War Relief. On motion by Committeewoman Mrs. Conant, seconded by Dr. Gummere, it was voted to adopt the Superintendent's recommendation.

The Superintendent recommended that, in cooperation with other city departments, the plan of pay-roll deduction of Blue Cross membership dues and the transfer of Blue Cross subscribers in the various school groups for all city employees, be approved. On motion by Committeeman Wood, seconded by Vice-Chairman Miss Kelleher, it was voted to adopt the Superintendent's recommendation.

The Assistant Superintendent advised that he had been asked to make an investigation into the matter of reopening the Lowell School as a primary school, and during the summer months such a survey has been conducted with the following results:

Number of Names on Petition	135
Number of Families represented	98
Number of Families with no children of school age	36
Number of Families with children of school age who will move up from the district before the opening day of school	13
Number of Families desiring to keep their children in the following schools	
St. Peters	5
Russell	19
Shady Hill	2
St. Pauls	1
	27

Number of pupils to be registered in the following classes at the Lowell School:

Kindergarten	5
Grade One	9
Grade Two	9
Grade Three	**3**
Grade Four	4
Grade Five	2
	32

Petitioners without Address	4
Petitioners out of Cambridge at present	2

The Assistant Superintendent presented the Superintendent's recommendation that the Lowell School should not be re-opened as a primary school. Committeeman Wood moved (seconded by Committeeman Foley) that the Lowell School be reopened as a primary school. Vice-Chairman Miss Kelleher presented a substitute motion that the Superintendent's recommendation be adopted. On the following roll-call it was voted to adopt Vice-Chairman Miss Kelleher's substitute motion "that the Superintendent's recommendation be adopted." Committeemen Mrs. Conant, Dr. Gummere, Miss Kelleher, and Mayor Corcoran voting 'yea'; Committeemen Mr. Foley, Mr. Reardon and Mr. Wood voting 'nay'. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

REPORTS OF COMMITTEES

Buildings and Grounds:

The following report of the Committee on Buildings and Grounds was presented and on motion by Mrs. Conant, seconded by Committeeman Reardon, it was voted on the following roll-call to accept the report and adopt the recommendations contained therein: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yes'.

Committee on Buildings and Grounds

September 5, 1944.

Present: Mrs. Cora Butler Conant,
Chairman

Dr. Richard M. Gummere
Robert J. Reardon.

Chief Custodian Wm. Fitzgerald reported to your sub-committee that all school buildings are ready for the opening of schools on September 11, 1944.

It was voted to recommend that the applicants certified by Civil Service for the position of Junior Building Custodian be interviewed by the Chief Custodian.

It was voted to recommend that the secretary notify the Department of Civil Service that the present minimum salary for Junior Building Custodian is $35.83 due to the increase of $100.00 per year voted to all permanent employees effective April 1, 1944.

It was voted to adjourn.

CORA BUTLER CONANT

Chairman

UNFINISHED BUSINESS

Calandar:

On motion by Vice-Chairman Miss Kelleher, seconded by Committeeman Gummere, it was voted on the following roll-call to adopt the Superintendent's recommendation, as presented at the meeting of June 19, 1944, "that Leo J. Jennings be elected a teacher of Plastics at Rindge Technical School at a salary of $2600.00 per year, effective Sept. 1, 1944" Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere Miss Kelleher, Mr. Reardon, Mr. Wood, Mayor Corcoran voting 'yea'. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Committeewoman Mrs. Conant, moved adoption of the proposed amendment to Chap. IX, Sec. 3 paragraph entitled 'Home Economics,' as presented at the meeting of June 19, 1944, by striking out the last sentence in said paragraph and inserting in place thereof the following: "The candidate shall have successful Home Economics teaching experience—at least two years in the case of a candidate for high school and at least one year in the case of a candidate for elemenetary schools." A motion by Committeeman Reardon seconded by Miss Kelleher, that the foregoing proposed amendment to the rules be laid on the table, failed of adoption on the following roll-call· Committeemen Miss Kelleher, Mr. Reardon, and Mayor Corcoran voting yes; Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere and Mr. Wood voting 'nay'. It was then voted on the following roll-call to adopt the proposed amendment to Chapter IX, Sec. 3, paragraph entitled 'Home Economics' Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, and Mr. Wood voting 'yea'; Mayor Corcoran voting 'nay'.

NEW BUSINESS

On motion by Committeeman Foley seconded by Committeeman Wood, it was voted that, because of the very grave danger that a large number of our children of school age may not return when classes are resumed owing to the many tempting well-paying jobs being offered them in business, the Superintendent shall investigate all working certificates issued since June, 1944 to children 16 years of age or under and he shall instruct the attendance officers and such other personnel as he may deem necessary to visit the homes and place of employment of these children and impress upon the parents and the children the necessity and importance of having them continue their education.

It was voted to convene in executive session.

The Superintendent submitted the resignation of Mrs. Rose M. Rondeau, who for the past thirty-four years has been the Director of Americanization in the Cambridge School Department. It was unanimously agreed that no action be taken on her resignation at this time and it was then voted that Mrs. Rondeau be granted a leave of absence for one year without stipend.

Committeeman Reardon offered the following proposed amendment to the Rules which lays on the "Calendar" in accordance with the rules: "That a position of Safety Instructor for the Cambridge Public Schools shall be created at a salary of $2500. per year."

It was voted to reconvene in open session.

It was voted that the votes passed in executive session be ratified and affirmed.

Committeeman Reardon presented the following proposed amendment to Chap. IX, Sec 11 of the rules of the School Committee, which lays on the "Calendar" in accordance with the rules: "Effective the date of adoption of this amendment the marriage of a female teacher shall terminate her term of service."

It was voted to ajourn:

ADJOURNED.

EDWARD J. O'CONNELL,
Secretary of the School Committee.

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, Sept. 18, 1944.

REGULAR MEETING:

Members present: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher.

Vice-Chairman Miss Kelleher in the chair.

On motion by Committeewoman Mrs. Conant, seconded by Committeeman Wood, it was voted that the minutes of the meeting of September 5, 1944, be approved as copied.

On motion by Committeeman Wood. seconded by Committeewoman Mrs. Conant, it was voted that Troop 10, Boy Scouts, be granted permission to use the Agassiz School Hall for weekly meetings on Friday evenings from 7:30 p. m. to 10 p.m. starting Sept. 15, 1944.

On motion by Committeewoman Mrs. Conant, seconded by Dr. Gummere, it was voted that the Board of Election Commissioners be granted permission to use space in the following schools for night registration from 7:00 p.m. to 9:00 p.m.:

Kelley School	October 9 and 10
Longfellow	October 16 and 17
Morse	October 9 and 10
Houghton	October 11 and 13
Agassiz	October 16 and 17
Russell	October 11 and 13
Lincoln	October 9 and 10

SUPERINTENDENT OF SCHOOLS

(Reports and Recommendations)

The Superintendent recommended that permission be granted the Cambridge Community Federation to show the Community Federation film to the masters at a meeting to be arranged by the Superintendent of Schools and also to exhibit the film in the various schools. On motion by Committeewoman Mrs. Conant, seconded by Committeeman Reardon, it was voted to approve the Superintendent's recommendation.

The Superintendent presented the resignations of Theresa A. Buckley, a teacher in the High and Latin School, effective September 1, 1944 and Ruth H. Lusk, teacher at the Russell School, effective October 12, 1944. On motion by Committeeman Reardon, seconded by Committeeman Wood, it was voted to accept the resignations.

The Superintendent recommended that in accordance with Sec. 3, Chapter XXI, Rules of the School Committee, the following teachers be excused from reporting on the opening day of school:

Mary P. Kearns	Fletcher
Marie M. Cloran	Gannett
James F. Manning	Rindge

The Superintendent reported that Mildred A. Sullivan, teacher in the Fletcher School, was married on April 27, 1944 to Walter N. Conlon. Mrs. Conlon's name will appear on our records as Mildred S. Conlon.

The Superintendent reported the following transfers of teachers, effective September 1, 1944:

Muriel A. Lyons, from Roberts to Peabody, Asst. Kindergartner.

Frances E. Reagan, from Thorndike to Haggerty, teacher.

Frances L. Nutter, from Thorndike to Wellington, teacher.

Mildred S. Conlon, from Fletcher to Houghton, teacher.

On motion by Committeeman Wood and seconded by Committeeman Reardon, it was voted to adopt the Superintendent's recommendation that the evening schools and Americanization classes open for registration on Tuesday, October 17, 1944.

The Superintendent recommended Civil Service be requisitioned for a list of persons eligible to fill a permanent position of junior clerk-stenographer caused by the retirement of Marion H. Pike, secretary in the Rindge Technical School office, and the transfer of Beatrice A. Nugent from the business office, to the Rindge Technical School office. The minimum salary for this position is to be $27.75 per week and the maximum salary to be

$34.75 per week, attainable in seven years by increments of $100.00 per year. On motion by Committeeman Reardon seconded by Committeeman Dr. Gummere, it was voted to approve the Superintendent's recommendation.

The Assistant Superintendent recommended that the City Manager be requested to recommend to the City Council that in addition to the sums previously appropriated to the following accounts that the sum set opposite each account be further appropriated, said appropriations to be provided by transfer from the account A-1 Personal Services:

TO:

B-22	Medical	$50.00
B-18	Cleaning	50.00
D-3	Fuel	2000.00
D-5	Medical Supplies	100.00
D-16	Supplies not Otherwise Coded	750.00
G-7	Furniture	300.00

Total from A-1 Personal services $3,250.00

The Assistant Superintendent reported that the Federal Works Agency has advised that Project 19-M-8 Child Care Facilities will terminate on December 31, 1944 and an extension application should be forwarded at once if the School Committee wishes to continue the operation of the Day-Child-Care Centers beyond that date. On motion by Committeewoman Mrs. Conant it was voted on the following roll-call that the School Committee be recorded as favoring the extension of Project 19-M-8 Child Care Facilities for the period January 1, 1945, through June 30, 1945: Committeewoman Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Mayor Corcoran absent.

On motion by Committeewoman Mrs. Conant, seconded by Committeeman Dr. Gummere, it was voted to make part of the records the following report of enrollment in September 1943, and 1944 as presented by the Superintendent:

TOTAL ENROLLMENT IN SEPTEMBER 1943 and 1944
(Last Day of First Week)

School	1943	1944	Loss	Gain
High and Latin	2431	2406	25	
Rindge Technical	1314	1302	12	
Abraham Lincoln	233	229	4	
Agassiz	342	381		39
Ellis	262	268		6
Fletcher	357	349	8	
Gannett	87	85	2	
Haggerty	231	220	11	
Houghton	606	597	9	
Kelley	324	349		25
Longfellow	924	361	63	
Morse	451	447	4	
Peabody	439	406	33	
Putnam	324	306	18	
Roberts	803	751	52	
Russell	584	594		10
Sleeper	146	152		6
Thorndike	379	353	26	
Webster	532	545		13
Wellington	509	480	29	
Willard	303	309		6
Wyman Open Air	40	34	6	
Boys' Vocational	92	153		61
Girls Vocational	55	71		16
Physically Handicapped Children	31	22	9	
	11,799	11670	311	182

REPORTS OF COMMITTEES

Committee on Buildings and Grounds

On motion by Committeeman Foley, seconded by Committeeman Reardon, it was voted on the following roll-call to accept the report of the Committee on Buildings and Grounds as set forth below and adopt the recommendations contained therein: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Mayor Corcoran absent.

COMMITTEE ON BUILDINGS AND GROUNDS

Meeting of Sept. 18, 1944

Present: Mrs. Cora Butler Conant, Chairman
Dr. Richard M. Gummere.
Robert J. Reardon

Your committee wishes to report that all schools were covered during the recent hurricane. All buildings were protected. Seventeen schools were somewhat damaged in ways which can be repaired as a routine matter.

The committee on Buildings and Grounds wishes to express to the janitors and custodians its appreciation for their cooperation at the time of the hurricane.

The Committee on Buildings and Grounds reports that the applicant who is No. 1 on the Civil Service list, for junior building custodian, James J. Peters, is recommended by the Chief Custodian to fill a vacancy in the janitorial system at $35.83 per week subject to the willingness of the Department of Civil Service to transfer him from the Buildings Department of the City of Cambridge to the Cambridge School Department without loss of fifteen years prior service towards his pension rights.

It was voted to recommend that the Johnson Service Company be asked to complete their work by testing heat controls at the Rindge Technical School and that Mr. H. A. Hodgdon, heating engineer, be asked to come at the time tests are made so that we may have from both sources written opinions that the mechanical controls are in proper shape.

It was voted to recommend that the letter from Mrs. Hughes relative to conditions at the play area of the High and Latin School be referred to the Park Department for explanation as to hours of supervised play. We regret that she has been inconvenienced and annoyed, and hope that matters will be straightened out in the future.

It was voted to recommend that the Civil Service be requisitioned for a list of persons eligible to fill the two vacancies of junior building custodian at $35.83 per week.

It was voted to adjourn.

MRS. CORA BUTLER CONANT,
Chairman

Committee on Athletics

On motion by Committeeman Wood, seconded by Committeeman Dr. Gummere it was voted on the following roll-call to accept the report of the Committee on Athletics as set forth below and adopt the recommendations contained therein: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Mayor Corcoran absent .

COMMITTEE ON ATHLETICS

Meeting of Sept. 18, 1944

Present: Margaret M. Kelleher, Chairman
Russell A. Wood
Joseph J. Smith, Director of Physical Education

It was voted to recommend that the Dept. of Physical Education continue regular elementary after-school athletic programs and that sub-masters in the schools be instructed to cooperate in every way with said programs; and. further, that in schools where there is no sub-master the master is herewith instructed to see to it that the elementary after-school athletic program as outlined for the school by the Department of Physical Education is properly supervised and encouraged. The full cooperation of each school concerned is expected.

It was voted to recommend that the Director of the Department of Physical Education shall instruct the men teachers in his department that they are expected to give full cooperation and participation in the elementary after-school program.

It was voted to recommend that Dr. George Connor be reappointed athletic Physician for the elementary schools at a salary of $400.00 per year.

It was voted to recommend that the director of high school athletics be given power to arrange for transportation for the various athletic teams.

It was voted to recommend approval of the football schedule for the 1944-1945 season for both High and Latin and Rindge Technical Schools, as submitted by the Director of High School Athletics.

It was voted to adjourn:

MARGARET M. KELLEHER,
Chairman

UNFINISHED BUSINESS

Calendar:

Committeeman Reardon moved adoption of the proposed amendment to the rules, as presented at the meeting of September 5, 1944, that "A position of Safety Instructor for the Cambridge Public Schools shall be created at a salary of $2,500.00 per year."

Committeeman Wood in the chair.

Vice-Chairman Miss Kelleher moved that the foregoing proposed amendment to the rules be laid on the table. Committeewoman Mrs. Conant seconded the motion. It was voted to adopt the motion to table the proposed amendment.

Vice-Chairman Miss Kelleher in the chair.

Committeeman Reardon moved adoption of the proposed amendment to Chapter IX, Sec. 11 of the rules of the School Committee as presented at the meeting of September 5, 1944, that "effective the date of adoption of this amendment the marriage of a female teacher shall terminate her service." It was voted to adopt a motion by Committeeman Wood seconded by Committeeman Foley that this proposed amendment lay on the table.

Tabled Matters:

It was voted on motion by Committeeman Wood, seconded by Committeeman Reardon, to take from the table the communication from the Cambridge Teachers' Club asking permission for members of their coordinating committee to attend meetings of the School Committee and to have official recognition in matters of professional interest. It was then voted on motion by Committeeman Wood, seconded by Committeeman Gummere that the Cambridge Teachers' Club be invited to send representatives to the next meeting of the School Committee for the purpose of discussing the matter of allowing members of the Teachers' Club coordinating committee to attend meetings of the School Committee and have official recognition in matters of professional interest.

NEW BUSINESS

On motion by Committeeman Foley seconded by Vice-Chairman Miss Kelleher, it was voted on the following roll-call that the Superintendent of Schools be instructed to reinstate all former employees of the School Department who have been honorably discharged from or placed on the inactive list of the United States Armed Forces. He shall report his action at the following regular meeting of the School Committee: Committeemen Mr. Foley, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Committeemen Mr.s Conant, and Dr. Gummere voting no; Mayor Corcoran absent. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Committeeman Wood in the chair.

Vice-Chairman Miss Kelleher presented the following proposed amendment to the rules which lays on the "Calendar" in accordance with the rules: "The services of women teachers who have married since April 21, 1942 and whose husbands are not at present serving on active duty in the United

States Armed Forces shall terminate on November 1, 1944."

Vice-Chairman Miss Kelleher presented the following proposed amendment to the rules which lays on the "Calendar" in accordance with the rules: "The services of women teachers who have married since April 21, 1942 shall terminate sixty days (60) after the dates of the discharges from or of the placing of their husbands names on the inactive list of the United States Armed Forces, provided that their husbands are physically able to resume full-time employment.

Vice-Chairman Miss Kelleher in the chair.

On motion by Committeeman Reardon it was voted to convene in executive session.

It was unanimously voted to suspend the rules for the purpose of acting on a request that Patricia Lund, who formerly lived with her parents on Webster Street, Arlington, but who, because of extenuating circumstances now resides with her sister at 40 Mt. Pleasant Street, Cambridge, be granted permission to enter Cambridge High and Latin School without payment of tuition. It was then voted that Patricia Lund, be admitted to the Cambridge High and Latin School without payment of tuition subject to the student's work being satisfactory.

It was voted to convene in regular session.

It was voted that the votes passed in executive session be ratified and affirmed.

It was voted to adjourn:

ADJOURNED.

EDWARD J. O'CONNELL,
Secretary of the School Committee

(OFFICIAL REPORT)

SCHOOL COMMITTEE

Monday, October 2, 1944

REGULAR MEETING:

Members present: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Committeeman Wood it was voted to approve the minutes of the meeting of September 18, 1944 as copied.

It was voted to refer to the Committee on Buildings and Grounds an order adopted by the City Council on September 18, 1944 "that the School Committee be requested to consider the advisability of opening the School Auditoriums up to nine o'clock in the evenings and that suitable programs be instituted for the teen age youth."

On the following roll-call it was voted to approve and make part of the records the following order adopted by the City Council on September 25, 1944: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea':

"ORDERED: That in addition to the amounts previously appropriated, the sum of thirty-two hundred dollars, ,($3200.00) be and the same hereby is appropriated to the School Department as follows:

To Schedule B- 22, Medical Service	$50.00
Schedule B-18 Cleaning Service	$50.00
Schedule D-3, Fuel	$2,000.00
Schedule D - 5, Medical Supplies	$100.00
Schedule D-16 Supplies not otherwise coded	$750.00
Schedule D-17, Furniture & Furnishings G-7,	$300.00

Said sums to be provided by transfer from Schedule A-1, Permanent Employees."

On the following roll-call it was voted to approve and make part of the records the following order adopted by the City Council on June 26, 1944: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea'.

,'ORDERED: That in addition to the amounts previously appropriated the sum of three thousand and thirty dollars, (($3,030.00), be and the same hereby is appropriated to the School Department as follows:

Plastics Course at Rindge Technical School	$3,000.00
Job Instruction Training Program	$30.00

Said sums to be provided by transfer from School Department Schedule A-1, Permanent Employees."

On motion by Committeewoman Mrs. Conant it was voted to lay the following communication on the table and that the Cambridge Tuberculosis & Health Association be requested to furnish each member with a copy of said communication:

Cambridge Tuberculosis and Health Association

September 21, 1944

Hon John H. Corcoran, Chairman
Cambridge School Committee
Cambridge, Mass.

Dear Mayor Corcoran:

I am enclosing a copy of a recent issue of Tuberculosis Abstracts which I thought might be of interest to you as Chairman of the School Committee.

The recent increase in the tuberculosis rate in Massachusetts is significant and indicates the need of increased efforts to prevent and control the disease.

A chest X-Ray of every adult would be desirable, but is not feasible because of a lack of equipment and the cost involved. It therefore becomes necessary to select certain groups where the incidence of tuberculosis is highest or where undiscovered cases can do the most harm.

Because teachers fall into the last classification, I hope very much that the Cambridge School Committee will be interested to extend its practice of requiring chest X-Rays of new teachers to all those already on the teaching staff. If there is any way in which our Association can help in working out such a program, will you kindly let me know.

Very sincerely yours,

Mabel M. Brown,
Executive Secretary.

A communication was received from H. A. Hodgdon, engineer engaged to conduct a survey of the Rindge Technical School heating system, requesting payment for services rendered in the amount of $225.00 as agreed. On motion by Committeeman Readon, seconded by Committeeman Dr. Gummere, it was voted that payment of the amount involved, be deferred until the survey is completed by a final checkup of the heating system at Rindge Technical School sometime in November of this year.

The Superintendent reported the transfer of Gertrude Ford from teacher of cooking at the Rindge Technical School to teacher of cooking at the High and Latin School.

The Superintendent recommended that Ruth D. Cobb, Assistant Kindergartner at the Peabody School, be elected Head Kindergartner at the Peabody School at a salary of $1,946.00 per year ,effective Sept. 1, 1944. On the following roll call it was voted to adopt the Superintendent's recommendation: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea'.

The Superintendent recommended the election of the persons named below to the schools and with the ranks indicated in each case, to take effect October 1, 1944, said recommendation to lay on the "Calendar" in accordance with the rules of the School Committee:

Cynthia Ryce, teacher, Houghton School, $,1578.00.

Kathleen J. Buckley, teacher, Russell School, $1.578.00.

Evelyn E. Rynne, teacher, Sleeper School, $1,578.00.

Katherine F. Stacey, teacher, Longfellow School, $1,578.00.

Catherine M. Flynn, teacher, Fletcher School, $2,154.00.

Caroline M. Foster, Special Class Teacher, Houghton Jr. Prevo. $2,294.00

Mary E. Bannon, Asst. Kindergartner Sleeper School, $1,490.00.

The Superintendent recommended that the following teachers be appointed principals of the Evening Schools, said recommendation to lay on the "Calendar" in accordance with the rules:

William M. Fraser—High

Martin L. Tierney—Rindge

William R. Wadden—Elementary

The Superintendent recommended that Margaret M. Deastlov, teacher at the Roberts School, be appointed Teacher-in-Charge of the Americanization Classes for the school year 1944-1945 at a salary of $300.00. On motion by Committeeman Wood it was unanimously voted to suspend the rules for the purpose of acting on this recommendation. On motion by Committeeman Wood it was voted on the following roll-call to approve the Superintendent's recommendation that Margaret M. Deastlov be appointed teacher-in-charge of the Americanization Classes for the school year 1944-1945 at a salary of $300.00: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea.' A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Committeeman Reardon it was voted to approve the Superintendent's recommendation that the sessions of the elementary schools during the winter months (from Monday, Dec. 4, 1944 to Monday, April 2, 1945) be regulated as follows:

From 9:00 a. m. to 12:00 m.
and
From 1:00 p. m. to 2:45 p. m.

It was voted to grant permission to the Cambridge Teachers' Club to use the Rindge Auditorium on October 17 to present the president of the National Education Association.

It was voted to approve a recommendation of the Superintendent that the Board of Election Commissioners be granted permission to distribute through the schools circulars containing information concerning registration of voters and securing ballots for persons in the armed forces.

Unfinished Business

Calendar:

Vice-Chairman Miss Kelleher moved adoption of the proposed amendment to the rules as presented at the meeting of Sept. 18, 1944, that—

> "The services of women teachers who have married since April 21, 1942 and whose husbands are not at present serving on active duty in the United States Armed Forces, shall terminate on Nov. 1, 1944."

On the following roll-call the foregoing proposed amendment to the rules failed of adoption: Committeemen Miss Kelleher and Mr. Wood voting 'yea'; Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon and Mayor Corcoran voting 'nay.' A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Vice-Chairman Miss Kelleher moved adoption of the proposed amendment to the rules, presented at the meeting of Sept. 18, 1944 that—

> "The services of married women teachers who have been married since April 21, 1942 shall terminate sixty (60) days after the dates of the discharges from or of the placing of their husbands's names on the inactive list of the United States Armed Forces provided that their husbands are physically able to resume ful-time employment.'

On the following roll-call it was voted to adopt the foregoing amendment to the rules: Committeemen Mr. Foley, Miss Kelleher, Mr. Reardon, and Mayor Corcoran voting 'yea'; Committeemen Mrs. Conant, Dr. Gummere and Mr. Wood voting 'nay.' A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Tabled Matters:

On motion by Committeeman Reardon it was voted to take from the table the proposed amendment to the rules, as presented at the meeting of Sept. 9, 1944 that "A position of Safety Instructor for the Cambridge Public Schools shall be created at a salary of $2,500.00 per year. Committeeman Reardon moved adoption of the foregoing proposed amendment. On the following roll-call the motion for adoption was negatived: Committeemen Mr. Foley, Mr. Reardon and Mr. Wood voting 'yea'; Committeemen Mrs. Conant, Dr. Gummere, Miss Kelleher and Mayor Corcoran voting 'nay.' A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Reports of Committees

Committee on Buildings & Grounds:

On motion by Committeewoman Mrs. Conant, seconded by Committeeman Dr. Gummere, it was voted on the following roll-call to approve report of the Committee on Buildings and Grounds as set forth below and adopt the recommendation contained therein: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea.' A motion by Committeewoman Mrs. Conant to reconsider this vote, hoping same would not prevail, failed of adoption.

Committee on Buildings and Grounds

Meeting of October 2, 1944.

Present: Mrs. Cora Butler Conant, Chairman, Dr. Richard M. Gummere. Robert J. Reardon, Esq.

Notice was received from James J. Peters who was appointed a junior building custodian in the School Department at the meeting of Sept. 18, 1944 declining the appointment.

It was voted to recommend that, subject to the approval of the Chief Custodian, the following named persons, being the first three applicants on the Civil Service list for junior building custodians who have signified their willingness to accept the position, be appointed junior building custodians in the School Department at a salary of $35.83 per week:

John F. Walker
Jeremiah McCarthy
Michael J. Hammill

It was voted to adjourn.

Respectfully submitted,

MRS. CORA BUTLER CONANT,
Chairman

It was unanimously agreed to refer back to Unfinished Business for the purpose of hearing representatives of the Cambridge Teachers Club relative to the matter of allowing members of the Cambridge Teachers Club coordinating committee to attend meetings of the School Committee and have official recognition in matters of professional interest. At the conclusion of the discussion it was voted on the following roll-call to adopt a motion by Committeeman Dr. Gummere that a committee of three be appointed by the chairman to confer with officials of the Teachers' Club and report their findings at the next regular meeting: Committeemen Mrs. Conant, Dr. Gummere, Mr. Reardon and Mayor Corcoran voting 'yea'; Committeemen Mr. Foley, Miss Kelleher and Mr. Wood voting nay. A motion by Committeeman Reardon to reconsider this vote, hoping same would prevail, carried on the following roll-call: Committeemen Mr. Foley, Miss Kelleher, Mr. Reardon and Mr. Wood voting 'yea'; Committeemen Mrs. Conant, Dr. Gummere and Mayor Corcoran voting 'nay.' The chair ordered the main question. Committeeman Dr. Gummere amended the motion by striking out the words "'committee of three" and inserting in place thereof the words "committee of the whole." It was then voted on the following roll-call to adopt the motion as amended "that a sub-committee of the whole membership confer with officials of the Teachers' Club relative to the matter of allowing members of the Cambridge Teachers' Club coordinating committee to attend meetings of the School Committee and have official recognition in matters of professional interest: Committeemen Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea'; Committeeman Foley voting 'nay'; Committeewoman Mrs. Conant not voting. It was then voted on motion by Committeeman Wood that the Teachers' Club representative be present with a complete report to discuss this matter at the next meeting of the School Committee.

Committeeman Reardon asked for an expression of opinion in the matter of James J. Dougherty, formerly a military substitute in the Rindge Technical School, who was not reemployed this year because the headmaster had advised the committee in June that his services would not be required this school year. On motion by Committeeman Dr, Gummere, seconded by Committeeman Wood it was voted that this matter be considered in executive session at next meeting of the Committee and all records pertaining to this case be presented at that time.

It was voted to adjourn:

ADJOURNED.

EDWARD J. O'CONNELL,
Secretary of the School Committee.

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, October 16, 1944

REGULAR MEETING:

Members present: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran.

Vice-Chairman Miss Kelleher in the chair.

On motion by Committeeman Wood, seconded by Committeeman Dr. Gummere, it was voted to approve the minutes of the meeting of October 2, 1944 as copied.

On motion by Committeeman Wood seconded by Committeeman Dr. Gummere it was voted to refer to the Committee on Athletics notice of the adoption of an order by the City Council on October 2, 1944 "that a sub-committee of three members of the City Council be appointed to meet with the School Committee and members of the Park Board for the purpose of making a study of a more extended use of school facilities and personnel in connection with recreation. (Councillors Cassidy, Lynch and Morton appointed)."

On motion by Committeeman Wood, seconded by Committeeman Dr. Gummere, it was voted to make part of the records the following appropriation order adopted by the City Council on October 2, 1944:

IN CITY COUNCIL

October 2, 1944

ORDERED:

That in addition to the amounts previously appropriated the sum of fifteen hundred dollars ($1500) be and the same hereby is appropriated to the School Department as follows:

Service of Architect	$1,000.00
Child Health Care Expert to advise School Committee in the matter of replacement of Wyman Open Air School	500.00

Said sums to be provided by transfer from Schedule A-1, Permanent Employees.

In City Council, October 2, 1944.

Attest: Frederick H. Burke,
City Clerk.

On motion by Committeeman Foley, seconded by Committeeman Wood it was voted to grant the request of Mary B. O'Neill, teacher on leave of absence from the High and Latin School, that her leave of absence be extended one month from November 1, 1944 to December 1, 1944 without salary.

On motion by Committeeman Wood, seconded by Committeewoman Mrs. Conant, it was voted that the Peabody Parents' Association be granted permission to use the kindergarten room of the Peabody School for four afternoon meetings and two evening meetings in the auditorium during this year.

A communication was received from Frederick D. Doyle, 5 Reed Terrace, Cambridge, petitioning the School Committee for a hearing relative to the payment of tuition for his son at the Medford Vocational School. It was voted that Mr. Doyle be granted a hearing in executive session.

SUPERINTENDENT OF SCHOOLS
(Reports and Recommendations)

The Superintendent reported that Mrs. Eleanor M. Lyons, teacher in the Webster School, has been granted Maternity Leave of Absence (without salary) in accordance with the rules, from September 30, 1944 to March 30, 1946.

The Superintendent recommended the adpotion of the following Text Books, this recommendation to lay on the "Calendar" in accordance with the rules:

PUBLISHED BY OXFORD BOOK CO—"Directed Activities in Physics," by Brooks.

The Superintendent presented the following list of applicants for evening school-teaching positions:

Ada Cahill
Edward F. Cassidy

Margaret L. Doolin
William A. Edmonds
Edward L. Fitzmaurice
Walter H. Gomes
Virginia M. Hall
John J. Healey
Mary A. King
Margaret M. Magee
Herbert H. Marshall
Edward F. McAuliffe
Anna G. McCarthy
Esther M. McDonald
Barbara McKelleget
Ann C. McKenna
John J. McLaughlin
Arthur W. McMurtry
John T. Mellen
Marie C. Messer
George C. Mokaba
Catherine M. Murphy
Frances F. Murphy
Mary Rita Murphy
Robert V. Meyer
Pauline Mulqueeney
Ruth A. Murray
Gertrude Nadler
Charles L. O'Connor
Roger F. O'Sullivan
Abbott O. Paine
F. Gladys Perkins
Maurice E. Phelan
Regina M. Poremba
Marie E. Quinlan
Mary R. Rafferty
Agnes J. Rourke
Margaret V. Ryan
Helen P. Shea
Grace R. Stacey
Robert R. Sweeney
William R. Wadden
James J. Walsh
Katherine J. Walsh
Dorothy M. Welch
Dorothy M. York
Fred P. Hahn
John D. Creedon
Mary T. O'Connor
Marion S. Clark
Stella M. Davis
Emma M. Hillner

On the following roll-call it was voted to approve the Superintendents recommendation that the City Manager be requested to recommend the following appropriations to the City Council: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Mayor Corcoran absent:

1) In addition to amounts previously appropriated to F-8 Pensions, that the sum of $250.00 be appropriated to F-8 Pensions, said sum to be provided by transfer from A-1 Personal Service.

2) In addition to amounts previously appropriated to B-39 Labor-Repairs, that the sum of $5,000.00 be appropriated to B-39 Labor-Repairs, said sum to be provided by transfer from the following accounts:

From——

E-1 Materials for Repairs	$2,000.00
G-8 Educational Equipment	2,000.00
A-1 Personal Service	1,000.00

3) In addition to amounts previously appropriated to B-5 Cartage and Freight, that the sum of $300.00 be appropriated to B-5 Cartage and Freight, said sum to be provided by transfer from D-9 Educational Supplies.

4) In addition to amounts previously appropriated to G-7 Furniture and Furnishings, that the sum of $700.00 be appropriated to G-7 Furniture and Furnishings, said sum to be provided by transfer from D-9 Educational Supplies.

On motion by Committeeman Dr. Gummere, seconded by Committeeman Reardon, it was voted to approve a recommendation of the Superintendent that Cambridge Council No. 1, Boy Scouts, be granted permission to use the Agassiz School auditorium without cost on November 1, 1944 from 7:15 p. m. to 9:15 p. m. for the purpose of presenting a Public Court of Honor.

On motion by Committeeman Reardon, seconded by Committeewoman Mrs. Conant, it was voted to adopt the Superintendent's recommendation that the Boy Scouts be granted permission to use the Ellis School auditorium without cost on three consecutive Friday evenings, beginning October 20, for the purpose of giving a demonstration of Boy Scout Cubbing.

The Superintendent reported that

the space at the Willard School now occupied by the branch library is urgently needed to properly house a greatly increased school population. At present it has been necessary to temporarily transfer the Primary Remedial Class of the Willard School to the Webster School and to conduct a kindergarten of forty-five children in two rooms which have library furniture consisting of numerous chairs, desks, tables and filing cabinets and shelves of library books concealing the blackboards. The Superintendent therefore recommended that the City Manager and Board of Library Trustees be requested to remove the library furniture and equipment from the Willard School in the very immediate future in order that the rooms now used as a branch library may be reconverted to kindergarten rooms for which they were originally intended. Committeeman Reardon moved that the Superintendent's recommendation be approved. Committeeman Wood moved that the matter be referred to the Committee on Buildings and Grounds with full power. At the close of debate Committeeman Wood was given unanimous consent to withdraw his motion and it was voted to adopt the motion of Committeeman Reardon, seconded by Committeeman Foley, that the Superintendent's recommendation be adopted.

In accordance with authority granted at the meeting of September 18, 1944 the Superintendent advised that he had received from Civil Service a list of persons eligible to fill the position of permanent Junior Clerk and Typist at a minimum salary of $27.75 per week and a maximum salary of $34.75 per week, maximum to be reached in seven years by yearly increments of $1.00 per week. The Superintendent then recommended the appointment of the first person on the list, Julia E. Dahlen, 250 Walden Street, Cambridge, and on the following roll-call it was voted on motion by Committeewoman Mrs. Conant, seconded by Committeeman Dr. Gummere, to adopt the Superintendent's recommendation: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Mayor Corcoran absent.

Reports of Committees

Committee on Buildings and Grounds:

On motion by Committeeman Wood, seconded by Committeeman Reardon, it was voted to approve the following report of the Committee on Buildings and Grounds and adopt the recommendation contained therein:

COMMITTEE ON BUILDINGS AND GROUNDS

October 16, 1944

Present: Mrs. Cora Butler Conant, Chairman; Dr. Richard H. Gummere, Robert J. Reardon, Esq.

The Committee on Buildings and Grounds approves in principle the greater use of school buildings and refers the order adopted by the City Council relative to this matter to the committee appointed by the City Council to confer with the School Committee and the Park Department concerning this matter.

Respectfully submitted

CORA BUTLER CONANT,
Chairman.

The following report of the Committee on Athletics was presented:

COMMITTEE ON ATHLETICS

October 16, 1944

Present: Margaret M. Kelleher, Chairman; Russell A. Wood.

It was voted to recommend that the following coaches be appointed:

High and Latin School	
Joseph Kozlowsky, Basketball	$400.00
Francis J. Culhane, Hockey	400.00
Edmond J. Murphy, Track	400.00
James H. Foley, Baseball	400.00
Rindge Technical School:	
Thomas J. Murphy, Basketball	$400.00
Wm. H. Mahoney, Hockey	400.00
Thomas F. Duffy, Track	400.00
Wm. P. McLaughlin, Baseball	400.00

It was voted to recommend that the Committee on Buildings and Grounds have the outdoor track set up and repaired.

The Committee on Athletics submit the following directive for approval. It is intended to aid the Faculty Manager of the High and Latin School. That there may be no misunderstanding the Committee on Athletics believe the directive and order should be addressed and forwarded to the Headmaster, Timothy F. Downey.

"You are hereby ordered by the Sub-Committee on Athletics of the School Committee to place immediately at the disposal of the Faculty Manager, William Fraser, the office (room 218A) the equipment and any other facilities which were used by his predecessor; and be it further ordered that the Superintendent consider the advisability of making such changes in the teaching program of the Faculty Manager as will facilitate the Faculty Manager's work."

It was voted to adjourn.

Respectfully submitted,

MARGARET M. KELLEHER

Chairman.

Committeeman Wood offered a motion, seconded by Committeeman Dr. Gummere, that the foregoing report of the Committee on Athletics be accepted and the recommendation contained therein be adopted. Committeewoman Mrs. Conant moved to table the report and on the following roll-call the motion to table was negatived: Committeewoman Mrs. Conant voting 'yea'; Committeemen Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'nay'; Mayor Corcoran absent. It was then voted on the following roll-call to adopt Committeeman Wood's motion that the report of the Committee on Athletics, as set forth above, be accepted and the recommendation contained therein be adopted: Committeemen Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Committeewoman Mrs. Conant voting 'nay'; Mayor Corcoran absent.

Unfinished Business

Calendar:

On the following roll-call it was voted to approve the election of Cynthia Ryce as a teacher in the Houghton School at a salary of $1,578.00 per year, effective October 1, 1944, as recommended by the Superintendent of Schools at the meeting of October 2, 1944: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Mayor Corcoran absent.

On the following roll-call it was voted to approve the election of Kathleen J. Buckley as a teacher in the Russell School at a salary of $1,578.00 per year, effective October 1, 1944, as recommended by the Superintendent of Schools at the meeting of October 2, 1944: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Mayor Corcoran absent.

On the following roll-call it was voted to approve the election of Evelyn E. Rynne as a teacher in the Sleeper School at a salary of $1,578.00 per year, effective October 1, 1944, as recommended by the Superintendent of Schools at the meeting of October 2, 1944: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Mayor Corcoran absent.

On the following roll-call it was voted to approve the election of Regina M. Poremba as a teacher in the Houghton School at a salary of $1,578.00 per year, effective October 1, 1944, as recommended by the Superintendent of Schools at the meeting of October 2, 1944: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Mayor Corcoran absent.

On the following roll-call it was voted to approve the election of Katherine F. Stacey as a teacher in the Longfellow School at a salary of $1,578.00 per year, effective October 1, 1944, as recommended by the Superintendent of Schools at a meeting of October 2, 1944: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Mayor Corcoran absent.

On the following roll-call it was voted to approve the election of Catherine M. Flynn as a teacher in the Fletcher School at a salary of $2,154.00 per year, effective October 1, 1944, as recommended by the Superintendent of Schools at the meeting of October 2, 1944: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Mayor Corcoran absent.

On the following roll-call it was voted to approve the election of Caroline M. Foster as a Junior Prevocational Teacher in the Houghton School at a salary of $2,294.00 per year, effective October 1, 1944, as recommended by the Superintendent at the meeting of October 2, 1944: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Mayor Corcoran absent.

On the following roll-call it was voted to approve the election of Mary E. Bannon as Assistant Kindergartner at the Sleeper Kindergarten at a salary of $1,490.00 per year, effective October 1, 1944, as recommended by the Superintendent of Schools at the meeting of October 2, 1944: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Mayor Corcoran absent.

A motion by Committeeman Reardon to reconsider the foregoing votes electing teachers, hoping same would not prevail, failed of adoption.

On the following roll-call it was voted that the teachers named below be appointed Principals of the Evening Schools as recommended by the Superintendent of Schools at a meeting held on October 2, 1944: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Mayor Corcoran absent. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

William M. Fraser—High.
Martin L. Tierney—Rindge.
William R. Wadden—Elementary.

Tabled Matters:

It was voted to take from the table the matter of the discussion with representatives of the Cambridge Teachers' Club relative to allowing members of the Teachers' Club Coordinating Committee to attend meetings of the School Committee and have official recognition in matters of professional interest. It was voted to adopt a motion by Committeeman Wood, seconded by Committeeman Reardon, that the hearing be held at this time and Mr. Joseph C. Sullivan and Miss Ann Curry represented the Teachers' Club. At the conclusion of the discussion a motion by Committeeman Wood, seconded by Committeeman Dr. Gummere "that the School Committee give teachers recognition in matters of professional interest" failed of adoption on the following roll-call: Committeemen Mrs. Conant, Dr. Gummere, and Mr. Wood voting 'yea'; Committeemen Mr. Foley, Mayor Corcoran and Vice-Chairman Miss Kelleher voting 'nay'; Committeeman Reardon not voting.

Mayor Corcoran moved to table the matter until the next meeting but the motion to table failed of adoption on the following roll-call: Mayor Corcoran and Vice-Chairman Miss Kelleher voting 'yea'; Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon and Mr. Wood voting 'nay.' It was then voted on the following roll-call to adopt a motion by Committeeman Wood that the School Committee give recognition to a committee of teachers who shall represent the interests of the teaching staff in matters of professional interest: Committeemen Mrs. Conant, Dr. Gummere, Mr. Reardon and Mr. Wood voting 'yea'; Committeemen Mr. Foley, Mayor Corcoran and Vice-Chairman Miss Kelleher voting 'nay.' A motion by Committeeman Wood to reconsider this vote hoping same would not prevail, failed of adoption on the following roll-call: Committeemen Mr. Foley, Mayor Corcoran and Vice-Chairman Miss Kelleher voting 'yea'; Committeemen Mrs. Conant, Dr. Gummere, Mr. Reardon and Mr. Wood voting 'nay.'

New Business

On motion by Committeewoman Mrs. Conant, seconded by Committeeman Dr. Gummere, it was voted that the City Solicitor be asked for an opinion as to whether the School Committee can enforce the amendment to the rules adopted at the meeting of October 2, 1944 and affecting married women teachers.

It was voted to lay on the tabel a motion by Committeeman Wood that parent organizations, public school associations, school janitors and employees associations be recognized in accordance with the rule recognizing teachers.

It was voted to convene in executive session.

Mayor Corcoran in the chair.

Frederick D. Doyle of 5 Reed Terrace, Cambridge, appeared before the committee and petitioned for payment of his son's tuition at the Medford Vocational High School in the Cabinet Department on the grounds that Cambridge schools do not offer a comparable course. Mr. John W. Wood, Headmaster of Rindge Technical School; refuted this statement and advised that Rindge Technical School has for years offered an excellent course in cabinet making. The Assistant Superintendent also presented communications from the State Department of Education to the effect that their representatives had surveyed the courses at Rindge Technical School and it was their opinion that a comparable course was offered in Cambridge and that they would not, therefore, give their approval for Mr. Doyle's son to attend Medford schools. After due consideration it was then voted that Mr. Doyle's petition be rejected.

It was voted that Marie M. Cloran, principal of the Gannett School, be granted leave of absence without loss of salary, from October 1, 1944 to December 31, 1944 due to serious illness.

It was voted to reconvene in regular session.

On the following roll-call it was voted to ratify and affirm the votes taken in executive session: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'yea.'

It was voted to adjourn.

ADJOURNED.

EDWARD J. O'CONNELL,
Secretary of the School Committee.

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, November 6, 1944

Regular Meeting:

Members present: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher.

Vice-Chairman Miss Kelleher in the chair.

On motion by Committeeman Wood. seconded by Committeeman Foley, it was voted to approve as copied the minutes of the meeting of October 16, 1944.

On motion by Committeeman Wood, seconded by Committeeman Foley, it was voted to refer to the Superintendent for consideration and recommendation a communication from the City Manager inquiring if there is any other school, in the vicinity of the Willard School, which has space to house a branch library.

On motion by Committeeman Dr. Gummere, seconded by Committeeman Wood, it was voted to grant permission to the Peabody Parents' Association to use the kindergarten room at the Peabody School for each of the following activities which they are sponsoring: a school orchestra; a class in acrobatic and ballet dancing; a class in ballroom dancing for the older children. It was further voted that they be granted permission to use the lunchroom at the Peabody School for the four remaining meetings of the association during this school year.

A communication was received from John Campbell, head custodian at Rindge Technical School, requesting that he be retired under the provisions of Chapter 32 of the General Laws because of ill health. On motion by Committeeman Wood it was voted that this request be referred to the Committee on Buildings and Grounds for further consideration.

A communication was presented from John T. Bergin, painting contractor, requesting payment of balance due under his contract to paint the Haggerty School and advising that payment is apparently being withheld because he has not painted a fence which separates adjoining property, said work not having been completed because he feels that he should not be held resonsible for any damage which might result from painting said fence. On motion by Committeeman Reardon, seconded by Committeeman Dr. Gummere, it was voted that the City Solicitor be requested to secure the necessary permission for workmen to go into the abutter's property and complete the work on the fence at the Haggerty School without fear of prosecution.

A communication was presented from John L. G. Glynn, attorney-at-law, representing one Anthony Ianneciello, who has served as a substitute teacher in the School Department, asking that the committee grant Mr. Ianneciello a hearing to determine why he should not be re-employed. On the following roll-call it was voted not to adopt a motion by Committeewoman Mrs. Conant, seconded by Committeeman Dr. Gummere, to place this matter on file: Committeemen Mrs. Conant, and Dr. Gummere voting 'yea'; Committeemen Mr. Foley, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'nay'; Mayor Corcoran absent. On motion by Committeeman Foley it was voted that Mr. Ianeciello be granted a hearing at the next regular meeting of the School Committee. A motion by Committeeman Reardon, that said hearing be held in executive session failed of adoption on the following roll-call: Committeemen Mr. Reardon Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Committeemen Mrs. Conant, Mr. Foley and Dr. Gummere voting 'nay'; Mayor Corcoran absent.

On motion by Committeewoman Mrs. Conant, seconded by Committeeman Dr. Gummere, it was voted to refer to new business a communication from the League of Women Voters protesting against the directive relating to facilities to be made available to the faculty manager at High and Latin School, which the School Committee, on recommendation of the Committee on Athletics, sent to Mr. Downey, headmaster of the High and Latin School.

On motion by Committeeman Dr. Gummere, seconded by Committeewoman Mrs. Conant, it was voted to refer to new business a communication from Timothy E. Downey, headmaster of the High and Latin School replying to the directive relating to facilities to be made available to the faculty manager at High and Latin School, adopted upon recommendation of the Committee on Athletics at the School Committee meeting held on October 16, 1944.

SUPERINTENDENT OF SCHOOLS

(Reports and Recommendations)

The Superintendent reported that Anne M. Hogan, teacher at the Webster School, has been granted military leave of absence in accordance with the rules, effective October 25, 1944.

The Superintendent recommended that the Rindge Alumni Association be granted permission to use the cafeteria at the Rindge Technical School on Tuesday, November 21, 1944 to hold their annual reunion and dinner. On motion by Committeeman Reardon it was voted to approve the Superintendents recommendation.

On motion by Committeeman Reardon, seconded by Committeeman Wood, it was voted to approve a recommendation of the Superintendent that permission be granted the American Red Cross Motor Corps to use the automobile mechanics room at Rindge Technical School on Monday and Wednesday evenings for five weeks beginning November 13, 1944.

A request was received from John F. Kelleher, a member of the Rindge Technical School faculty now on military leave of absence, requesting that, by reason of his honorable discharge from the United States Army, his military leave of absence be terminated. It was voted on motion by Committeeman Foley, seconded by Committeeman Wood, to terminate Mr. Kelleher's military leave of absence and that he be reinstated in his former position as a teacher in the Rindge Technical School effective November 7, 1944.

The Assistant Superintendent reported that he was in receipt of a communication from the City Budget Examiner advising that budget forms for the 1945 budget are returnable to the budget examiner's office not later than December 1, 1944.

The Superintendent presented the following additional list of applicants for evening schools positions:

Louis F. Ferrari
Walter R. Gilbert
Mary E. Halloran
Bessie M. Heal
Charles M. Doyle
Edward F. Wiseman
Lillian Landry
Olive T. Lynch
Grace MacNeil
Susan McLaughlin
Agnes V. Kiely
Joseph Nissen
John J. O'Brien
Amy C. Pott
Frederick W. Rendall
James F. Manning

On motion by Committeeman Wood it was voted to lay on the table the following school calendar for the calendar year 1945 as recommended by the Superintendent.

Second Term: — January 2, 1945 to February 23, 1945.

Third Term:—March 5, 1945 to April 27, 1945.

Fourth Term:—May 7, 1945 to June 22, 1945.

First Term:—September 10, 1945 to December 31, 1945.

The Superintendent presented the list of Fall Parent-Teacher Pupil Meetings and members were assigned to represent the School Committee at these meetings as follows:

Girls Vocational .... November 13
(Monday) 1.30 p. m.

High and Latin .... November 13
(Monday) 7.15 p. m.—Mrs. Conant

Houghton .... November 15
(Wednesday) 7.15 p. m.

Kelley .... November 15
(Wednesday) 7.15 p. m.—Mr. Wood

Longfellow .... November 15
(Wednesday) 7.15 p. m.—Mr. Reardon

Ellis .... November 15
(Wednesday) 7.30 p. m.

Sleeper .... November 21
(Tuesday) 2.30 p. m.

Peabody .... November 21
(Tuesday) 7.30 p. m.—Mr. Wood

Putnam .... November 21
(Tuesday) 7.30 p. m.—Mrs. Conant

Fletcher .... November 27
(Monday) 7.30 p. m.—Miss Kelleher

Agassiz .... November 28
(Tuesday) 7.30 p. m.—Dr. Gummere

Rindge Technical and Boys' Vocational .... November 29
(Wednesday) 7.30 p. m.—Mr. Reardon

Roberts .... December 5
(Tuesday) 7.15 p. m.—Mr. Reardon

Russell .... December 5
(Tuesday) 7.30 p. m.—Miss Kelleher

Thorndike .... December 5
(Tuesday) 7.30 p. m.—Mrs. Conant

Abraham Lincoln .... December 6
(Wednesday) 7.00 p. m.

Haggerty .... December 6
(Wednesday) 7.30 p. m.

Morse .... December 6
(Wednesday) 7.30 p. m.

Wellington .... December 6
7.30 p. m.—Mr. Wood

Webster .... December 12
(Tuesday) 7.30 p. m.—Dr. Gummere

Gannett .... December 13
(Wednesday) 2.30 p. m.—Mr. Reardon

Willard .... December 14
(Thursday) 2.30 p. m.—Mr. Reardon

On motion by Committeeman Foley, seconded by Committeeman Reardon, it was voted to approve a recommendation of the Superintendent that the High and Latin School and Rindge Technical School be permitted to take part in the annual American Legion Oratorical contest.

Reports of Committees

Committee on Buildings and Grounds:

On motion by Committeeman Foley it was voted to approve the following report of the Committee on Buildings and Grounds and adopt the recommendation contained therein:

COMMITTEE ON BUILDINGS AND GROUNDS

Meeting of November 6, 1944

Present: Mrs. Cora Butler Conant, Chairman; Dr. Richard M. Gummere, Robert J. Reardon.

It was voted to recommend that the City Manager be invited to the next meeting of the School Committee to discuss the possible use of the city maintenance crew in repairs of schools.

The Chief Custodian reports that Mr. Whitney of the State Department of Public Safety, will inspect all school buildings in the very near future.

It was voted to refer the question of the matron at the Webster School to the full committee in executive session for action.

It was voted to recommend that Civil Service be requisitioned for a list of persons eligible to fill three positions (permanent) of junior building custodian at a salary of $35.83 per week.

It was voted to adjourn.

Respectfully submitted,
MRS. CORA BUTLER CONANT
Chairman

Committee on Athletics:

On the following roll-call it was voted to approve the following report of the Committee on Athletics and adopt the recommendations contained therein: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea.'

Committee on Athletics

Meeting of November 6, 1944

It was voted to recommend that two coach-referees be appointed for the grammar school basketball league at $125.00 each for the season and two assistants at $50.00 each for the season and that the Director of Physical Education be granted authority to select persons to fill these positions.

It was voted to adjourn.

Respectfully submitted,

MARGARET M. KELLEHER

Chairman

Unfinished Business

Calendar:

On motion by Committeeman Wood it was voted to adopt the text books recommended by the Superintendent at the meeting of October 16, 1944.

Tabled Matters:

It was voted to take from the table the motion "that Parents organizations, public school associations, school janitors and employees associations be recognized in accordance with the rule recognizing teachers." A motion by Committeeman Wood to amend the foregoing motion by adding the name of the Cambridge League of Women Voters failed of adoption on the following roll-call: Committeemen Mrs. Conant, Dr. Gummere and Mr. Wood voting 'yea'; Committeemen Mr. Foley, Mr. Reardon, and Vice-Chairman Miss Kelleher voting 'nay'; Mayor Corcoran absent. It was then voted on the following roll-call to adopt the main motion "that parents organizations, public school associations, school janitors and employees associations be recognized in accordance with the rule recognizing teachers:" Committeemen Mr. Foley, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea; Committeemen Mrs. Conant, and Dr. Gummere voting 'nay'; Mayor Corcoran absent. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Awaiting Report:

It was voted on motion by Committeeman Wood that the Committee on Buildings and Grounds be requested to bring in at the next meeting their report and recommendations relative to the motion "that a survey of the heating facilities at Rindge Technical School be authorized for the purpose of arranging for the installation of a heating plant at Rindge Technical School" in accordance with a vote of the School Committee adopted at a meeting held on February 21, 1944.

It was voted that the following communication from the City Solicitor be made part of the records:

LAW DEPARTMENT

October 21, 1944

Members of the School Department
1700 Cambridge Street

Cambridge, Mass.

Dear Sirs:

I am in receipt of your letter of October 19, 1944 requesting an opinion on the validity of the amendment to the rules of the School Committee adopted on October 2, 1944, as follows:

"The services of married women teachers who have been married since April 21, 1942, shall terminate sixty (60) days after the dates of the discharges from or of the placing of their husband's names on the inactive list of the United States Armed Forces, provided that their husbands are physically able to resume full-time employment."

I am of the opinion that this amendment is legal and within the power of the School Committee to adopt.

Yours very truly,

JOHN A. DALY
City Solicitor

It was unanimously agreed to refer back to Tabled Matters.

It was voted that the proposed amendment to Chapter IX, Sec. 11 of the Rules of the School Committee, presented at the meeting of September 5, 1944 by Committeeman Reardon, and relating to termination of services of married women teachers, be given leave to withdraw.

New Business

On the question of the communications from the League of Women Voters and Timothy F. Downey, headmaster of the High and Latin School which were referred to New Business concerning the directive relating to facilities to be made available to the faculty manager at the High and Latin School which the School Committee, at a meeting held on October 16, 1944, ordered transmitted to the headmaster of the High and Latin School, it was voted on the following roll-call to adopt a motion by Committeeman Mrs. Conant that all parties involved in this case be invited to come to the next meeting of the School Committee to discuss the matter: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere and Mr. Reardon voting 'yea'; Committeemen Mr. Wood and Vice-Chairman Miss Kelleher voting 'nay'; Mayor Corcoran absent. Committeeman Foley, having voted with the prevailing side, moved reconsideration of the foregoing vote, hoping same would prevail, and on the following roll-call the motion to reconsider carried: Committeemen Mr. Foley, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Committeemen Mrs. Conant and Dr. Gummere voting 'nay'; Mayor Corcoran absent. On the recurring question it was voted, by the following roll-call, not to adopt Committeewoman Mrs. Conant's motion that all parties involved be invited to the next meeting of the School Committee to discuss the matter: Committeemen Mrs. Conant, Dr. Gummere and Mr. Foley voting 'yea'; Committeemen Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'nay,' Mayor Corcoran absent.

It was voted to convene in executive session.

A communication was presented from John J. Lynch, master of the Webster School, advising that Miss Alice G. Coyle, matron at the Webster School neglects and refuses to perform all the duties assigned to her and that the school physician, after inspection of the girls toilets, informed him that an unfavorable report would be made to the Board of Health. Committeeman Reardon moved that Miss Coyle be granted a six month leave of absence without loss of salary inasmuch as her physician has reported that she is in very poor health and at present she is on sick-leave. It was voted to adopt a motion that the matter be tabled and a hearing held at the next meeting of the School Committee in executive session with all necessary witnesses and that her sick leave be continued without loss of salary until the next meeting of the School Committee.

The Superintendent presented an application from Mary F. Buckley, who resigned as a teacher in the Cambridge School Department in August, 1944, to accept a position out of the state, requesting that because of serious illness of her mother she has been forced to cancel previous plans and asking that she be reinstated as a teacher. It was voted that Miss Buckley be reinstated a teacher in the Cambridge School Department at a salary of $1,866.00 per year.

It was voted to reconvene in regular session.

On the following roll-call it was voted on motion by Committeeman Foley to affirm and ratify the votes passed in executive session: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Mayor Corcoran absent. A motion to reconsider this vote, hoping same would not prevail failed of adoption.

Vice-Chairman Miss Kelleher presented the following proposed amendment to the rules which lays on the "Calendar" in accordance with the rules: "The services of women teachers who have married since April 21, 1942 and whose husbands are not at present serving on active duty in the United States Armed Forces shall terminate on January 1, 1945."

It was voted to adjourn.

ADJOURNED.

EDWARD J. O'CONNELL,
Secretary of the School Committee.

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, November 20, 1944

Regular Meeting:

Members present: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher.

Vice-Chairman Miss Kelleher in the chair.

On motion by Committeeman Wood it was unanimously voted to suspend the regular order of business for the purpose of discussing with the City Manager the matter of the possible use of the city maintenance crew in repairs of school. City Manager John B. Atkinson then appeared before the committee and advised that the city enjoys the services of a highly capable maintenance crew which is at the service of the School Committee wherever they could be used and also offered to the committee the cooperation of all city departments wherever their services might be needed.

On motion by Committeeman Wood, seconded by Committeeman Reardon, it was voted that the minutes of the meeting of November 6, 1944 be approved as copied.

On motion by Committeeman Wood, seconded by Committeeman Reardon it was voted that students of the High and Latin School and Rindge Technical School be permitted to again take part in the annual Boston Herald Spelling Bee in the spring of 1945 under the same terms and conditions as in previous years.

On motion by Committeeman Wood, seconded by Committeeman Reardon, it was voted that the Cambridge War Finance Committee (Women's Division) be granted permission to distribute to the pupils of the High and Latin School and Rindge Technical School circulars describing the 6th War Loan Competition to choose the "Cambridge G. I. Joe or Jane."

On motion by Committeewoman Mrs. Conant it was voted to make part of the records the following communication from the City Council:

IN CITY COUNCIL

October 30, 1944

Ordered:

That in addition to the amounts previously appropriated the sum of sixty-two hundred and fifty dollars ($6250.00) be and the same hereby is appropriated to the School Department as follows:

To Schedule F-8, Pensions $250.00

said sum to be provided by transfer from Schedule A-1, Permanent Employees.

To Schedule B-5, Cartage and Freight $300.00

Said sum to be provided by transfer from Schedule D-9, Educational Supplies.

To Schedule G-7, Furniture and Furnishings, $700.00

Said sum to be provided by transfer from Schedule D-9, Educational Supplies.

To Schedule B-39, Service not otherwise coded, $5,000.00

Said sum to be provided by transfer as follows:

From Schedule E-1	$2,000.00
From Schedule G-8	$2,000.00
From Schedule A-1	$1,000.00

In City Council November 13, 1944
Attest:

FREDERICK H. BURKE,
City Clerk.

It was voted on motion by Committeewoman Mrs. Conant, seconded by Committeeman Wood, to make part of the records the following notice concerning Child Day-Care Schools:

November 15, 1945

School Committee
Cambridge, Mass.

Pleased to inform you additional funds for Mass. 19-M-8 approved today by Federal Works Agency.

DAVID I. WALSH
U. S. Senator

It was voted to refer to the Committee on Buildings and Grounds a communication from John T. Bergin, painting contractor, relative to painting the fence at the Haggerty School.

A communication was received from the Public Service Committee of the City Council transmitting a vote "that the committee on Public Service, the Chairman of the Park Board together with the Superintendent of Recreation representing the Park Board, meet with the School Committee to discuss the possibility of extending recreation."

On motion by Committeeman Wood, seconded by Committeeman Dr. Gummere, it was voted that a hearing be granted this group at the next regular meeting of the School Committee for the purpose of discussing the possibility of extending recreation.

The following communication was received from Mrs. Deborah S. Kandler, teacher at the Longfellow School, and on motion by Committeeman Wood, seconded by Committeewoman Mrs. Conant, it was voted that this communication be referred to New Business:

285 Harvard Street
Cambridge 39, Mass.

Cambridge School Committee
Cambridge, Massachusetts

Gentlemen:

Today I addressed a telegram to Mr. M. E. Fitzgerald notifying your committee, through him, as executive officer, of my intention to insist that in any proposed dismissal of me, the provisions of General Laws, Chapter 71, Section 42 be observed fully.

On advice of counsel, I am notifying the School Committee of Cambridge that on and after November 10, 1944, I am ready, able and willing to perform my duties as a teacher in the Public Schools of Cambridge, and that I shall be at all times available for such service as you may assign to me.

Very truly yours,

DEBORAH S. KANDLER
(Mrs. Simon)

Superintendent of Schools
(Reports and Recommendations)

The Superintendent presented a communication from Cambridge Flight Civil Air Patrol. This organization is federally organized and supported and it proposes to organize a Cambridge Squadron among the boys and girls in the high schools and requests permission to use the gymnasium at Rindge Technical School on Wednesday evenings for instruction and drill. This program has the endorsement of Headmaster John W. Wood. The Superintendent recommended that permission as requested be granted upon payment of janitors' fees and it was voted on motion by Committeeman Reardon to adopt the Superintendent's recommendation.

The Superintendent recommended the adoption of the following Text Books, said recommendation to lay on the "Calendar" in accordance with the rules:

Published by Henry Holt & Co.—
Word Wealth, by Miller.

Published by Lyons & Carnahan—
Chemistry and You (1944).

Chemistry Guide and Laboratory Exercises, 1944 and Tests.

Physics Guide and Laboratory Activities, 1944 and Tests.

Learning Guides in General Science and Tests.

Health and Human Welfare.

Exploring New Trails, Grade 5.

Traveling New Trails, Grade 6.

Driving the Reading Road (Grade 7).

Progress on Reading Roads (Grade 8)

Sue and Mickey (Reading Readiness).

Published by Ginn & Company—
United States in the Western World, by Atwood.

On motion by Committeewoman Mrs. Conant it was voted to make part of the records the following communication from the City Solicitor:

CITY OF CAMBRIDGE
Law Department

November 13, 1944

Mr. John M. Tobin
Asst. Superintendent of Schools
Cambridge, Mass.

My dear Mr. Tobin:

I am in receipt of your letter of November 10 asking for advice about the preparation of the annual school budget.

The School Committee should follow the procedure set forth in G. L., C. 44, S. 31-A. Between November 1st and December 1st the Committee should furnish the City Manager, on forms which are provided, with detailed estimates of the full amounts being necessary for the ensuing year for the expenses of the schools. The forms also will cover, as required by the statute, the amounts expended for similar purposes during the preceding year and during the first ten months of this year, and an estimate of the amounts required for these purposes during the last two months of this year, together with any explanations of differences between the amounts of any estimates for the ensuing year and the amounts already expended or estimated for the current year.

I believe you will find the rest of the items required are self-explanatory and are shown on the forms on which the estimates are submitted.

You should note that this requirement for the furnishing of estimates is a different law from the requirement imposed on the city by the school law to appropriate money necessary for the operation of the schools.

As we have already had occasion to advise both the Committee and the Council, the law requires that such appropriations be made; it also requires that the School Department follow the procedure set forth in the Municipal Finance Act for the preparation of the budget preparatory to its being submitted to the Council and voted on.

Yours very truly,

JOHN A. DALY
City Solicitor

On recommendation of the Superintendent it was voted that the leave of absence of Catherine M. Riley, teacher at the Wellington School, be terminated effective November 27, 1944 at her own request.

On the following roll-call it was voted on motion by Committeeman Reardon to adopt a recommendation of the Superintendent that the sum of $3,500.00 be appropriated to B-8 Light and Power and the sum of $3,250.00 be appropriated to D-4 Fuel, said sums, totaling $6,750.00, be provided by transfer from A-1 Personal Service: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Mayor Corcoran absent.

Reports of Committees

Committee on Athletics:

On the following roll-call it was voted to approve a report of the Committee on Athletics as set forth below, and adopt the recommendations contained therein:

Committee on Athletics

November 20, 1944

Present: Margaret M. Kelleher, Chairman; Russell A. Wood.

It was voted to recommend that Bernard Duffy, Physical Education Teacher, be appointed to work in the locker room at Rindge Technical School during basketball practice at the salary of $3.00 per day.

Respectfully submitted,

MARGARET M. KELLEHER
Chairman

Committee on Buildings and Grounds:

The following report of the Committee on Buildings and Grounds was submitted:

Committee on Buildings and Grounds

November 20, 1944

Present: Mrs. Cora Butler Conant, Chairman; Dr. Richard M. Gummere, Robert J. Reardon.

It was voted to accept the resignation of John Walker, as junior building custodian.

It was voted to recommend that the first three persons on the certified list who have signified their willingness to accept the position be appointed junior building custodian at a salary of $35.83 per week:

John Considine
John P. Wallace
David G. McKenna

The Committee on Buildings and Grounds regrets that it must report the illness of the Chief Custodian. His absence began on Monday, November 13. As a result of a telephone conference this committee asked Mr. O'Connell, secretary of the School Committee to request Mr. Tobin, Assistant Superintendent, as executive officer of the School Department, to take over any immediate pressing responsibilities of the Chief Custodian.

It was voted to recommend that Mr. John Campbell, senior custodian at Rindge Technical School, be appointed acting head janitor at the head janitor's salary until Mr. William Fitzgerald can return..

The Committee on Buildings and Grounds has not yet completed its contract with Mr. Hodgdon, heating engineer, and the Johnson Service Company in the matter of setting in order the mechanical controls of the heat in the Rindge Technical School. We are informed that tests cannot be made until full heat is on when the weather is cold.

We have had called to our attention the fact that if we consider a heating plant of our own, such as contemplated in the tabled motion, we must add to the cost of producing each million BTU, a depreciation and upkeep cost, since the life of such a plant is figured on the basis of thirty (30) years. We are agreed that the question of costs, upkeep, etc., are highly technical and recommend that this question be referred to the Cambridge Planning Board as a post-war project.

Respectfully submitted,

MRS. CORA BUTLER CONANT
Chairman

Committeeman Dr. Gummere moved adoption of the foregoing report. Committeeman Foley moved to amend the report by striking out the section relating to the installation of a heating plant at Rindge Technical School. On the following roll-call the amendment failed of adoption. Committeemen Mr. Foley, Mr. Reardon and Mr. Wood voting 'yea'; Committeemen Mrs. Conant, Dr. Gummere and Vice-Chairman Miss Kelleher voting 'nay'; Mayor Corcoran absent. It was then voted on the following roll-call to adopt the main motion that the report of the Committee on Buildings and Grounds be approved and the recommendations contained therein be adopted: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon and Vice-Chairman Miss Kelleher voting 'yea'; Committeeman Wood voting 'nay'; Mayor Corcoran absent.

Unfinished Business

Tabled Matters:

It was voted to take from the table the communication from the Cambridge Tuberculosis and Health Association. Miss Ann Curry, representing the Cambridge Teachers' Club reported that the matter of requiring chest X-rays of all teachers was considered at a general meeting of the teaching staff and that an oral report had been received from the Board of Health as to the number of cases among pupils at the present time. The chairman questioned the matter of a report having been given by the Board of Health and it was voted to place the entire matter back on the table and the Teachers' Club be requested to submit their report at a later meeting.

On motion by Committeeman Wood it was voted to take from the table and adopt the following school calendar for the calendar year 1945 as recommended by the Superintendent at the meeting of November 6, 1944:

Second Term: January 2, 1945 to February 23, 1945.

Third Term: March 5, 1945 to April 27, 1945.

Fourth Term: May 7, 1945 to June 22, 1945.

First Term: September 10, 1945 to December 21, 1945.

New Business

On motion by Committeeman Wood it was voted that the following resolution be approved and spread upon the records, and a copy sent to Mr. Wm. Fitzgerald:

RESOLVED: The members of the Cambridge School Committee regret the illness of the Superintendent of School Buildings, Mr. William J. Fitzgerald and extend their sympathy and express their hope for a speedy recovery.

On motion of Committeeman Foley it was voted that the business, executive and school offices of the School Department be closed on the day following Thanksgiving, November 24, 1944. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

In relation to the communication received from Mrs. Deborah S. Kandler, a teacher in the Longfellow School, incorporated in the minutes of this meeting and referred to New Business for action, Committeeman Wood presented the following proposed amendment to the rules, which lays on the "Calendar" in accordance with the rules:

"That the amendment to the rules of the School Committee as adopted at the meeting of October 2, 1944—'The services of married women teachers who have been married since April 21, 1944 shall terminate sixty (60) days after the dates of discharge from or of the placing of their husbands' names on the inactive list of the United States Armed Forces, provided that their husbands are able to resume full-time employment'—be further amended by adding that the services of teachers affected by said amendment may, at their own request, be extended through the school term June, 1945."

It was voted to convene in executive session.

In accordance with a vote of the School Committee adopted at a meeting held on November 6, 1944 "that Anthony Ianneciello, who has served as a substitute teacher in the Cambridge School Department, be granted a hearing to determine why he should not be re-employed as a substitute teacher," Mr. Ianneciello appeared with his counsel, John L. G. Glynn, Esq. In the absence of certain members of the department whom Mr. Glynn had hoped would be present for questioning, it was voted that the hearing be continued until the next regular meeting of the School Committee and such witnesses as Mr. Ianneciello desired to have present at the meeting be requested, through the Superintendent of Schools, to attend the hearing.

In accordance with a vote of the School Committee adopted at a meeting held on November 6, 1944 "that a hearing be held at this meeting relative to the refusal of the matron at the Webster School to perform all the duties assigned to her" Mr. John F. Lynch, master of the Webster School, appeared and outlined the case in detail. It was contended by a member of the committee and concurred in by the master of the school that conditions complained of were of recent occurence; that her previous performance of duties was considered 'fair'; that she has been under a doctor's care as certified to by her physician and that she is now on leave of absence due to illness. It was then voted that Miss Alice G. Coyle, matron at the Webster School, be granted three months leave of absence without loss of salary because of illness. Committeewoman Mrs. Conant is recorded as voting 'nay' on this motion.

It was voted to lay on the table a motion that James F. Manning, teacher at Rindge Technical School, be granted leave of absence without loss of pay from September 20, 1944 to October 18, 1944 due to serious illness.

It was voted to reconvene in regular session.

On the following roll-call it was voted that the votes passed in executive session be ratified and affirmed: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Mayor Corcoran absent.

It was voted to adjourn.

ADJOURNED.

EDWARD J. O'CONNELL

Secretary of the School Committee

SCHOOL COMMITTEE
(OFFICIAL REPORT)

Monday, December 4, 1944

Regular Meeting:

Present: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher.

Vice-Chairman Miss Kelleher in the chair.

It was unanimously voted to suspend the regular order of business for the purpose of hearing in executive session, in accordance with votes of the School Committee adopted at the meeting of November 20, members of the Public Service Committee of the City Council, Chairman of Park Board and Superintendent of Recreation relative to the possibility of extending recreation; and to conclude the hearing of Anthony Ianneciello who has served as a substitute teacher in the Cambridge School Department, to determine why he should not be re-employed as a substitute teacher.

The committee convened in executive session.

Councillor Marcus Morton addressed the committee relative to the possibility of extending recreation and expressed the hope that this entire matter would be referred to a sub-committee. It was then voted that this matter be referred to the Sub-Committee on Buildings and Grounds, the Superintendent of Schools and the Chief Custodian.

Anthony Ianneciello appeared with counsel and at the conclusion of the hearing it was voted that no action was necessary in this case and the matter placed on file.

It was voted to adopt the motion presented at the meeting of November 20, 1944 "that James F. Manning, teacher at Rindge Technical School, be granted leave of absence without loss of pay from September 20, 1944 to October 18, 1944 due to serious illness."

It was voted to reconvene in regular session.

On the following roll-call it was voted to ratify and affirm all votes passed in executive session: Committeeman Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Mayor Corcoran absent.

On motion by Committeewoman Mrs. Conant, seconded by Committeeman Dr. Gummere, it was voted that the minutes of the meeting of November 20, 1944 be approved as printed.

It was voted to refer to New Business a communication received from Cambridge Tuberculosis and Health Association advising that their previous request "that the practice of requiring chest X-rays of new teachers be extended to all those already on the teaching staff" now on the table awaiting action, was intended to be purely a voluntary action on the part of teachers.

On motion by Committeeman Wood, seconded by Committeeman Dr. Gummere, it was voted to refer to the Budget the following communication and order received from His Honor, Mayor Corcoran:

CITY OF CAMBRIDGE

December 4, 1944

To the Members of the
School Committee:

I submit herewith an order providing for the inclusion in the 1945 School Department budget a sum sufficient to increase the salaries of all School Department employees in the amount of $165.00.

You are aware of the fact that an ordinance was submitted and passed to a second reading by the City Council, providing for an increase of $165.00 per annum for Police and Fire Department employees; the reason being that the increased cost of living warrants the same.

This same reason applies to everyone, including School Department employees. They have the same problem in meeting the increase in living costs. So that any provision that is made to meet present day conditions, in all fairness should be made equal in every case.

Board vote favorably on this order so that the necessary preparation in computing the 1945 salary appropriation can be made.

Respectfully yours,

JOHN H. CORCORAN,
Mayor

Ordered:

That a sum sufficient to provide an increase in the amount of $165.00 in the salaries of all School Department employees be included in the 1945 School Department budget, Salary Appropriation.

On a roll-call it was voted that the following offer for maintenance and operation of the Child Day-Care Classes (Project No. Mass 19-M-8) as submitted by the Federal works Agency be approved and accepted: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Committeeman Reardon and Mayor Corcoran absent.

UNITED STATES OF AMERICA
FEDERAL WORKS AGENCY

Offer for Maintenance and Operation
School Department
City of Cambridge

Subject to the War-Time Child Care Facilities Terms and Conditions (FWA-Form No. WS-102, dated November 15, 1943), attached hereto and made a part hereof, the United States of America (herein called the "Government") hereby offers to contribute to you for the maintenance and operation of your war-time child care facilities for the period from May 1, 1943 to June 30, 1945, both inclusive, the sum of $89,084, or such lesser sum as the Federal Works Administrator shall determine to be sufficient, with other funds herein required to be made available by you, for the Project.

Nothing herein shall be construed as vesting in any department or agency of the United States power to exercise any supervision or control over such facilities, nor shall any of the provisions hereof be construed as prescribing or affecting the administration, personnel, curriculum, instruction, methods of instruction, or materials for instruction in the maintenance and operation of such facilities.

The offer dated May 21, 1943 made by the Government to you has been revoked. The offer dated March 1, 1944 and the Amendatory Offer Dated April 12, 1944 are hereby revoked unless previously accepted by you in which event your acceptance of this offer shall effectuate a cancellation of the contract or contracts created by said acceptance or acceptances: Provided, that the cancellation of such contract or contracts shall not impair or vitiate any acts performed or proceedings taken thereunder prior to such cancellation, but such acts or proceedings may be continued under the contract created by the acceptance of this offer.

Federal Works Administration
By Florence Kerr
Assistant to the Administration

Resolution Authorizing John M. Tobin Assistant Superintendent of Schools, to Accept Certain Offers

WHEREAS, on November 21, 1944 the United States of America offered to contribute to the School Department, City of Cambridge, for the maintenance and operation of war-time child care facilities for a period from May 1, 1943 to June 30, 1945 (Project No. Mass. 19-M-8) and

WHEREAS, on December 4, 1944 said offer was duly accepted by vote of the School Committee, and

WHEREAS, IT IS DEEMED ADVISABLE and in the public interest to appoint an individual to accept any and all additional or amendatory offers which may be made by the United States of America in connection with the above mentioned project,

NOW, THEREFORE, BE IT ORDERED:

THAT, John M. Tobin, Assistant Superintendent of Schools in the City of Cambridge, be and he hereby is authorized to accept in behalf of the

School Department, City of Cambridge. and for and in behalf of the School Committee of the City of Cambridge, any and all additional or amendatory offers which may be made by the United States of America to the School Department or the School Committee of the City of Cambridge in connection with the above-mentioned Project, provided such additional or amendatory offers shall relate to the maintenance and operation of war-time child care facilities for a period May 1, 1943 to and including June 30, 1945, or some part of said period.

Superintendent of Schools (Reports and Recommendations)

The Superintendent reported the transfer of Catherine M. Riley, from teacher at the Wellington School to teacher at the Agassiz School, effective November 27, 1944.

The Superintendent presented the name of Katherine E. Shine as an additional applicant for evening school teaching.

On the following roll-call it was voted to adopt the Superintendent's recommendation that the City Manager be requested to recommend to the City Council the transfers of funds as set forth below: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Mayor Corcoran absent.

To: F-8 Pensions, $1,370.00.
Said sum to be provided by transfer from D-8 Cleaning Supplies.

To: D-16 Supplies not Otherwise Coded $600.00.

Said sum to be provided by transfer from D-8 Cleaning Supplies.

On recommendation of the Superintendent it was voted that St. Patrick's Church be granted permission to use the Kelley School Auditorium on Sunday, December 17 for a Christmas Party, upon payment of janitors' fees.

On recommendation of the Superintendent it was voted that students of the High and Latin School and Rindge Technical School be permitted to voluntarily take part in the Essay Contest sponsored by the Department of Massachusetts, Ladies Auxiliary to the Veterans of Foreign Wars.

Report of Committees

Committee on Buildings and Grounds:

The following report of a meeting of the Committee on Buildings and Grounds was presented:

Committee on Buildings and Grounds

Meeting of December 4, 1944

First Meeting

Present: Mrs. Cora Butler Conant, Chairman; Dr. Richard M. Gummere, Robert J. Reardon.

It was voted to recommend that bids be advertised for retubing one boiler at the Kelley School and one boiler at the Houghton School.

It was voted to recommend that the City Building Department make a complete written report to the Committee on Buildings and Grounds regarding the leaking of the High and Latin School roof during the storm on November 30, 1944.

At the meeting of the School Committee held on November 30, John Considine and David McKenna were appointed as junior building custodians. Both these gentlemen have since declined to accept the position although they had signified their intention of accepting. The Committee on Buildings and Grounds, therefore recommends that the next two applicants on the list be appointed as junior building custodians at a salary of $35.83 per week.

John Keefe
70 Austin Street
Fitz A. Haywood
197 Green Street

It was voted to recommend that the Business Agent be instructed to secure competitive bids for reconverting to oil heat the heaters at the Webster School and High and Latin School, this conversion to be completed during the Christmas holidays if possible.

It was voted to recommend that the

City Solicitor determine whether the fraction of the fence now painted at the Haggerty School completes John T. Bergin's contract for painting the exterior of the Haggerty School, dated June 19, 1944.

It was voted to recommend that the annual reports on repairs of schools, usually asked for in the spring and referred to the head janitor for recommendation to the Committee on Buildings and Grounds be asked for at once so that this committee may act in time for the 1945 budget.

It was voted to recommend that as soon as possible the City Building and Engineering Departments make a survey of the school buildings and recommend to the School Committee a possible three year program which will put into repair all school buildings and equipment; and, further, make suggestions regarding the resurfacing and fencing of all yards. It is hoped such a survey will come to the School Committee in time for proper appropriation in the 1945 budget.

Respectfully submitted,

MRS. CORA BUTLER CONANT
Chairman

Committeeman Wood moved to amend the report by striking out the paragraph relating to a survey by the City Building Department. On the following roll-call the amendment failed of adoption: Committeemen Mr. Foley, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Committeemen Mrs. Conant, Dr. Gummere and Mr. Reardon voting 'nay'; Mayor Corcoran absent. It was voted NOT to adopt a motion by Committeeman Dr. Gummere, seconded by Committeewoman Mrs. Conant, that the report of the Committee on Buildings and Grounds be accepted and the recommendation adopted: Committeemen Mrs. Conant, Dr. Gummere and Mr. Reardon voting 'yea'; Committeemen Mr. Foley, Mr. Wood and Vice-Chairman Miss Kelleher voting 'nay'; Mayor Corcoran absent. A motion by Committeeman Foley that the report be sent back to the Committee on Buildings and Grounds also failed of adoption on the following roll-call: Committeemen Mrs. Conant, Dr. Gummere and Miss Kelleher voting 'nay'; Mayor Corcoran absent.

It was then voted to recess for the purpose of allowing the Committee on Buildings and Grounds to meet.

The committee reconvened in regular session and the Committee on Buildings and Grounds presented the following report and on motion by Committeeman Wood, seconded by Committeeman Reardon, it was voted on the following roll-call to accept the report and adopt the recommendations contained therein: Committeeman Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood, and Vice-Chairman Miss Kelleher voting 'yea'; Mayor Corcoran absent.

Committee on Buildings and Grounds
Meeting of December 4, 1944

Second Meeting

Present: Mrs. Cora Butler Conant, Chairman; Dr. Richard M. Gummere, Robert J. Reardon.

It was voted to recommend that bids be advertised for retubing one boiler at the Kelley School and one boiler at the Houghton School.

It was voted to recommend that the City Building Department make a complete written report to the Committee on Buildings and Grounds regarding the leaking of the High and Latin School roof during the storm of November 30, 1944.

At the meeting of the School Committee held on November 20 John Considine and David McKenna were appointed as junior building custodians. Both these gentlemen have since declined to accept the position although they had signified their intention of accepting. The Committee on Buildings and Grounds, therefore recommends that the next two applicants, John Keefe and Fitz A. Haywood be appointed as junior building custodians at a salary of $35.83 per week.

It was voted to recommend that the Business Agent be instructed to secure competitive bids for reconverting to oil heat the heaters at the Webster

Mr. Wood voting 'yea'; Committeemen mitteemen Mr. Foley, Mr. Reardon and School and High and Latin School, this conversion to be completed during the Christmas holidays if possible.

It was voted to recommend that the City Solicitor determine whether the fraction of the fence now painted at the Haggerty School completes John T. Bergin's contract for painting the exterior of the Haggerty School, dated June 19, 1944.

It was voted to recommend that the annual reports on repairs of schools, usually asked for in the spring and referred to the head janitor for recommendation to the Committee on Buildings and Grounds be asked for at once so that this committee may act in time for the 1945 budget.

Respectfully submitted,

MRS. CORA BUTLER CONANT
Chairman

City Manager Atkinson appeared before the committee and discussed the matter of the City Building Department making a survey of the School Buildings with a view to promulgating a three year plan of repairs, and Committeeman Dr. Gummere moved that the City Buildings and Engineering Departments make a survey of the School Buildings, three schools at a time and recommend a three-year program of repairs covering all school buildings. On motion by Committeeman Wood it was voted on the following roll-call to lay Dr. Gummere's motion on the table: Committeemen Mr. Foley, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Committeemen Dr. Gummere and Mrs. Conant voting 'nay'; Mayor Corcoran absent.

Unfinished Business

Calendar:

On motion by Committeeman Reardon it was voted to adopt the Text Books recommended by the Superintendent at the meeting of November 20, 1944.

Mr. Wood in the chair.

On motion by Vice-Chairman Miss Kelleher it was voted to lay on the table the proposed amendment to the rules as submitted at the meeting of November 6 1944:

"That the services of women teachers who have married since April 21, 1942 and whose husbands are not at present serving on active duty in the United States Armed Forces shall terminate on January 1, 1945."

Vice-Chairman Miss Kelleher in the chair.

On motion by Committeeman Wood it was voted on a roll-call vote to adopt the following proposed amendment to the rules, as presented at the meeting of November 20, 1944.

"That the amendment to the rules of the School Committee as adopted at the meeting of October 2, 1944 and reading—

'The services of married women teachers who have been married since April 21, 1942 shall terminate sixty (60) days after the dates of discharge from or of the placing of their husbands' names on the inactive list of the United States Armed Forces, provided that their husbands are able to resume full-time employment.'

"—be further amended by adding—
"The services of teachers affected by the foregoing amendment to the rules may, at their own request, be extended through the school term June, 1945."

Committeemen Mrs. Conant, Dr. Gummere, Mr. Reardon and Mr. Wood voting 'yea'; Committeemen Mr. Foley and Vice-Chairman Miss Kelleher voting 'nay; Mayor Corcoran absent. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Tabled Matters:

It was voted to take from the table the communication received from the Cambridge Tuberculosis and Health Association relative to requiring chest X-rays of all teachers, and to hear a report from the Teachers' Club on this matter. Miss Anne Curry, representing the Teachers' Club, reported that a general meeting of all teachers had been called for the purpose of securing a poll of opinion and of the 461 teachers who voted, sixty-one voted affirmaticely and three hundred ninety-two (392) voted in opposition to any plan compelling teachers to submit to a chest X-ray for the reasons (1) that it was against their civil liberties; (2) establishes a dangerous precedent; (3) offers no security guaranteee to teachers who are found to be affected. On motion by Committeeman Dr. Gummere it was voted that this matter be laid on the table for final action at the next meeting.

New Business

The following order, submitted by Committeewoman Mrs. Conant, was laid on the table:

ORDERED: That the Business Agent be instructed to open to competitive bidding the determination of an accountant of the School Committee books and accounts for 1945; that such bids are open only to qualified certified public accounts who shall—

1) Examine all original documents authorizing and verifying payments.

2) Render quarterly reports during 1945.

3) Take exceptions to any financial practices which are unsound or uneffective and shall recommend changes in them.

and be it further,

ORDERED: That the Secretary of the School Committee be charged with the responsibility of seeing that reports are rendered promptly and in accordance with the specifications, and be it further,

ORDERED: That the School Committee review reports as received with the Business Agent with a view to profiting by recommendations contained therein.

Committeeman Wood in the chair.

On motion by Vice-Chairman Miss Kelleher it was voted that the School Committee express to His Honor, Mayor Corcoran, their sincere regret upon learning of his illness and the hope for a speedy recovery.

On the following roll-call it was voted to adopt a motion by Vice-Chairman Miss Kelleher, seconded by Committeeman Reardon, that consideration of the 1945 School Department budget take place at a time to be determined by His Honor, Mayor John H. Corcoran; Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Mr. Reardon, Mr. Wood and Vice-Chairman Miss Kelleher voting 'yea'; Mayor Corcoran absent.

It was voted to adjourn.

ADJOURNED.

EDWARD J. O'CONNELL
Secretary of the School Committee

SCHOOL COMMITTEE

(OFFICIAL REPORT)

Monday, December 18, 1944

Regular Meeting:

Members present: Committeemen Mrs. Conant, Dr. Gummere, Miss Kelleher, Mr. Reardon and Mayor Corcoran.

Mayor Corcoran in the chair.

On motion by Committeewoman Mrs. Conant, seconded by Vice-Chairman Miss Kelleher, it was voted that the minutes of the meeting of December 4, 1944 be approved as printed.

It was voted to make part of the records the following communication from the City Council:

CITY OF CAMBRIDGE

In City Council

December 4, 1944

ORDERED: That in addition to the amounts previously appropriated the sum of six thousand seven hundred fifty dollars ($6750.00) be and the same hereby is appropriated to the School Department as follows:

To Schedule B-8, Light and Power	$3,500.00
To Schedule D-3, Fuel	3,250.00

Said sums to be provided by transfer from Schedule A-1, Permanent Employees.

A true copy:

Attest: FREDERICK H. BURKE
City Clerk

It was voted to make part of the records the following communication from the City Solicitor:

CITY OF CAMBRIDGE

Law Department

December 11, 1944

E. J. O'Connell, Sec.
School Committee

Dear Sir:

Your letter of December 5, 1944 requesting a determination as to whether painting the fraction of the fence at the Haggerty School completes John T. Bergin's contract has been referred to me for an answer.

It is my opinion that the contractor is obliged to paint both the interior and the exterior of the fence surrounding the Haggerty School. This applies particularly in view of the fact that we obtained permission from the abutters to enable him to do his work on that portion of the fence which fronts on the abutters' land.

Very truly yours,

GEORGE P. LORDAN
Assistant City Solicitor

On motion by Vice-Chairman Miss Kelleher, seconded by Committeeman Reardon, it was voted to place on file a communication from the Peabody Parents' Association requesting permission to canvass the children of the Peabody School relative to ascertaining how many children would be interested in dancing classes sponsored by the Parents' Association.

A communication was received from Mrs. Rhea E. Perry, teacher on leave of absence from the Kelley School, requesting that her leave of absence be extended until June 30, 1945 without salary and on motion by Committeeman Reardon seconded by Committeeman Gummere it was voted to extend Mrs. Perry's leave of absence without salary until June 30, 1945.

A notice was received from the Board of License Commissioners advising that one Ralph Polian, Registered Pharmacist with Harvard Pharmacy, Inc., has applied for a license to sell all alcoholic beverages as a druggist at 169-A Harvard Street, said location being situated opposite the Roberts School. Committeewoman Mrs. Conant moved that the School Committee record itself as opposed to granting the license as described in the notice. Committeeman Dr. Gummere seconded the motion. On the following roll-call the motion failed of adoption: Committeemen Mrs. Conant and Dr. Gummere voting

Mayor Corcoran voting 'nay'; Vice-Chairman Miss Kelleher not voting; 'yea'; Committeemen Mr. Reardon and Committeemen Mr. Foley and Mr. Wood absent.

Superintendent of Schools

(Reports and Recommendations)

The Superintendent recommended adoption of the following text books for use in the public schools, said recommendation to lay on the "Calendar" in accordance with the rules:

Published by Macmillian Company:

Pupils' Own Vocabulary Spellers, Grade 2 to 8 incl.

Aviation Readers:

Straight Up, Grade 1, by Lent.

Straight Down, Grade 2, by Lent.

Planes for Bob and Andy, Grade 3, by Huber.

Airplanes at Work, Grade 4, by Whipple.

The Men Who Gave Up Wings, Grade 5, by Cohen.

Aviation Science for Boys and Girls, Grade 6, by Arey.

Elementary Social Studies Series: by Cutright, Charters, Clark.

Living Together at Home and at School, Grade 1.

Living Together in Town and Country, Grade 2.

Published by Ginn & Company:

Calculus, by Paul L. Evans.

Published by John C. Winston Company:

Arithmetic We Use, by Merton.

Looking Forward, by Hildreth.

The Superintendent recommended that the students of the high schools be permitted to enter the Most Valuable Student Scholarship Contest sponsored by the Elks National Foundation of which the Cambridge Lodge of Elks is a member. On motion by Committeeman Dr. Gummere, seconded by Vice-Chairman Miss Kelleher it was voted to adopt the Superintendent's recommendation.

The Superintendent recommended that the leave of absence of Mrs. Rose C. Toomey, teacher on leave of absence from the Roberts School, be extended until January, 1946 without salary, at her own request. On motion by Committeeman Reardon, seconded by Vice-Chairman Miss Kelleher, it was voted to adopt the Superintendent's recommendation.

Reports of Committees

Committee on Athletics:

On motion by Committeewoman Mrs. Conant, seconded by Committeeman Dr. Gummere it was voted that the following report of the Committee on Athletics be accepted with congratulations and the recommendations contained therein adopted:

Committee on Athletics

Friday, December 15, 1944

Present: Miss Margaret M. Kelleher, Chairman; Russell A. Wood.

Your committee wishes to report that the cash balance on hand in the High Schools Athletic Account as of December 14 amounted to $2,284.00. Outstanding indebtedness amounted to $112.26 leaving a net balance of $2,172.36. This does not include a sum of between $600 to $800 representing receipts from football games played away from home and for which checks have not yet been received. When all receipts are in we anticipate a cash balance of approximately $3,000.00. This compares with cash on hand at the beginning of the year of $200.00 and indebtedness of considerable proportion which has all been paid off and we have every reason to believe that we will end the school year with a surplus of around $1,200.00.

It was voted to recommend that the basketball teams be granted permission to use the Rindge Gymnasium during the Christmas vacation and that the track teams be allowed to use the gymnasium at the High and Latin School under the same conditions as in previous years.

The Director of High School Athletics reports that the turn-out of boys for the various sports has been surprisingly good considering conditions now existing. In football there were 81 candidates at High and Latin and 80 at Rindge. In basketball there were 60 candidates at Rindge and 38 at High and Latin. Hockey had 35 candidates at High and Latin and Rindge had 85 and in track there were approximately 50 candidates at each school.

It was voted that the Director of High School Athletics be instructed to investigate and report with recommendations as to the advisability of establishing freshmen football at High and Latin Sschool and Rindge Technical School.

Respectfully submitted,

MARGARET M. KELLEHER
Chairman

Committee on Buildings and Grounds:

The following report of the Committee on Buildings and Grounds was presented:

Committee on Buildings and Grounds

Meeting of December 18, 1944

First Meeting

Present: Mrs. Cora Butler Conant Chairman; Dr. Richard M. Gummere, Robert J. Reardon.

It was voted that the City Manager be requested to recommend to the City Council the following transfer of funds:

From:

A-1 Personal Service	$3,000.00
B-27 Testing Materials	100.00
B-42 Graduation Expenses	128.33
B-44 Travel Outside State	134.19
B-2 Tuition to Other Cities	500.00
F-3 Committee Expenses	187.59
	$4,050.11

To:

B-39 Labor-Repairs	$3,150.00
E-1 Materials for Repairs	900.11
	$4,050.11

It was voted to recommend that this being the last regular meeting of the School Committee for this year the Committee on Buildings and Grounds be empowered to award contract for conversion from coal to oil at High and Latin School and Webster School.

It was voted to recommend that this being the last regular meeting of the School Committee for this year the Committee on Buildings and Grounds be empowered to award contracts for repairing boilers at the Kelley and Houghton Schools.

It was voted to refer to the Business Agent with instructions to carry out usual policy in respect to increments the communication received from Charles F. MacDonald, janitor, relative to his step-rate salary increase.

It was voted to adjourn.

Respectfully submitted,

MRS. CORA BUTLER CONANT
Chairman

On motion by Committeeman Reardon it was voted to amend the foregoing report by striking out the paragraph relating to the reconversion of fuel burning equipment at the High and Latin and Webster Schools. It was unanimously agreed to hold in abeyance the balance of the report in order that the Committee on Buildings and Grounds might again meet before adjournment is taken.

It was voted to lay on the table the following partial report received from Patrick J. Moynihan, C. P. A.:

December 18, 1944

Cambridge School Committee
Cambridge, Mass.

The attached extract from an audit report (now in course of preparation) on the business activities of your Committee for the third quarter of 1944 is submitted to you in advance because

(a) it discusses an unsound budgetary procedure which should be corrected in the 1945 appropriations upon which discussions will begin very soon, and

(b) it deals with faulty business procedures which should be corrected at once.

PATRICK J. MOYNIHAN, C.P.A.

Extract From Report

B-39 Services not otherwise coded.
E-1 Materials.

The amounts appropriated under these classifications for 1944 were $12,000.00 and $8,000.00 respectively. B-39 was generally interpreted as an appropriation for labor costs of repairs to school buildings and E-1 as an appropriation for material for the same purpose.

All charges against both appropriations during the year have been for repairs to school buildings. I am advised that your committee desired to appropriate $20,000.00 for this purpose but yielded to the requirements of technical budgeting and separated the amount as indicated above.

This separation of closely related items has led to some absurdities. During 1944 your committee has awarded substantial contracts in lump sum amounts following the receipt of competitive bids. Part of the lump sum total was charged to labor and the remainder to materials the division being furnished by the contractor. Normally in every contract of this type the total includes four principal elements, (1) labor, (2) materials, (3) overhead, (4) profit. The budgetary division now in effect forces the contractor to classify overhead and profit as either labor or materials or both—the result is a division of the contract amount into factors which are meaningless for exact accounting and budgetary purposes.

I have discussed this "set-up" with City Auditor McKenzie over the telephone. He recognizes there is no obligation upon a contractor doing a job under formal written contract entered into properly to submit a division of his costs as a condition precedent to payment on his contract, and acknowledges that a certificate of satisfactory completion of the work and its acceptance by the proper authorities is all that is necessary. He further agrees that the present budgetary division of labor and materials for one unit of work is inadvisable. However, the City Auditor does require and should receive an itemization of labor, material and other costs on awards less than $500.00.

I am, therefore, recommending that the appropriations presently coded B-39 and E-1 be merged and properly captioned. "Repairs to School Buildings." One appropriation is sufficient for this type of expenditure either above or below $500.00. The variety of evidence required to be submitted to the City Auditor prior to approval of bills for payment does not require a corresponding number of budgetary items. The internal division of a budget should be based essentially upon the purpose and nature of the expenditures.

Experiencces in 1944

A review of the procedures followed in issuing contracts under the appropriations B-39 and E-1 during the past summer discloses faulty recording, faulty timing and a substantial overdraft in one appropriation.

For example: On June 19, 1944 your committee voted to award a contract for painting in the Haggerty and Willard Schools at a cost of $4,620.00. The written contract with Mr. John T. Bergin, 1529 Cambridge Street, Cambridge, was dated June 26, 1944. The purchase order encumbering the appropriation for this contract was prepared on July 19, 1944 and received the approval of a member of the Building and Grounds Committee on August 8, 1944.

Again, on June 19, 1944 your committee awarded contracts to the Kendall Boiler and Tank Company, 275 Third Street, Cambridge, to install tubes in the boilers of three schools, the Peabody at a contract price of $825.00, the Morse at a contract price of $1,150.00 and the High and Latin School at a cost of $725.00—total $2,700.00.

The written contract is dated eleven days later, June 30, and was presumably signed by the contractor on that date. Four signatures of the members of your committee are attached and it is reasonable to assume these signatories studied the agreement individually before signing it. This involved additional delay which was further increased by the requirement that such contracts receive the written approval of the City Solicitor.

This particular agreement states that time is the essence of the contract and requires that the work be completed before August 15, 1944. Once the School Committee authorizes an award and directs the preparation of a written contract the amount involved becomes a direct charge against the appropriation. It should be so earmarked immediately, yet it was not until September 26, 1944 that both appropriations B-39 and E-1 were encumbered for the respective amounts of labor and material, and the encumbrance order did not receive the approval of a member of the Building and Grounds Committee until October 6, 1944—practically seven weeks after the work was scheduled for completion and over fourteen weeks after the contracts were awarded. I have not been able to determine whether the formal encumbrances were delayed in the Chief Custodian's office or in the business office.

The dangers involved in these unusual delays are obvious. The purpose of immediate earmarking appropriations for legal obligations is defeated and it is possible for subordinates to spend money for other work which is not legally available to them. This occurred during the summer of 1944 because with only labor costs charged to B-39 the appropriation was overdrawn by $773.03 on September 30, and by $1,252.33 on October 30, 1944. Early in November a transfer of $5,000.00 was made to B-39 to absorb the overdraft and provide additional funds. The routine now to be followed in securing transfers makes it risky for an employee to spend in excess of actual appropriations. There is also a responsibility upon the representative of your committee approving such expenditures to make sure that the money actually is available. An application for a transfer of funds is no guarantee of availability.

It is but fair to report that the associate account (E-1-Materials) has an unexpended balance of $3,057.54 on September 30 out of which $2,000.00 was transferred to B-39 on November 1, 1944, and that because of such surplus the seriousness of the overdraft on B-39 was somewhat minimized. Yet while the present budgetary subdivision exist they should be adhered to and when a representative of the School Committee fails to rigidly enforce the existing subdivisions employees can well justify any laxity in overdrawing other appropriations.

The inadequacy of an appropriation is evident to an alert employee well in advance of its actual exhaustion and with a transfer policy in operation there is no valid reason for an overdraft.

The faulty practices discussed above are traceable partly to an unsound budgetary division of closely related items which can be remedied by merging B-39 and E-1, and partly to failure to recognize the importance of burdening every appropriation with its charges once they are properly incurred. This can be corrected if your committee insists that expenditures are authorized only when there is sufficient free balance in the appropriation and that every charge against an appropriation be recorded in proper season.

PATRICK J. MOYNIHAN, C. P. A.

Unfinished Business

On motion by Vice-Chairman Miss Kelleher it was voted to take from the table and refer to the budget the order submitted by Committeewoman Mrs. Conant at the meeting of December 1, 1944 relative to opening to competitive bidding the determination of an accountant of the School Committee books and accounts for 1945.

By unanimous agreement the date of the next regular meeting was changed from January 1, 1945 to January 8, 1945.

It was unanimously agreed to call a special meeting of the School Committee in executive session on Wednesday, December 27, 1944 at 8.00 p. m. in the School Committee offices for the purpose of considering and acting upon the School Department budget for the year 1945.

New Business

It was voted to lay on the table a motion presented by Committeeman Dr. Gummere "that the chairman appoint a committee to study the possibility of a plan for organized voluntary hobby-study in the school building for the afternoons from Monday to Thursday inclusive."

It was voted to recess for the purpose of allowing the Committee on Buildings and Grounds to meet.

The committee reconvened in regular session.

On the following roll-call it was voted to accept the amended report of the Committee on Buildings and Grounds as set forth below and adopt the recommendations contained therein: Committeemen Mrs. Conant, Dr. Gummere, Miss Kelleher, Mr. Reardon and Mayor Corcoran voting 'yea'; Committeemen Mr. Foley and Mr. Wood absent. A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

Committee on Buildings and Grounds

Meeting of December 18, 1944

Second Meeting

Present: Mrs. Cora Butler Conant, Chairman; Dr. Richard M. Gummere, Robert J. Reardon.

It was voted that the City Manager be requested to recommend to the City Council the following transfer of funds:

From:

A-1 Personal Service	$1,000.00
B-27 Testing Materials	100.00
B-42 Graduation Expenses	128.33
B-44 Travel Outside State	134.19
F-2 Tuition to Other Cities	500.00
F-3 Committee Expenses	187.59
	$2,050.11

To:

B-39 Labor-Repairs	$1,300.00
E-1 Materials for Repairs	750.11
	$2,050.11

It was voted to recommend that this being the last regular meeting of the School Committee for this year the Committee on Buildings and Grounds be empowered to award contracts for repairing boilers at the Kelley and Houghton Schools.

It was voted to refer to the Business Agent with instructions to carry out the usual policy in respect to increments, the communication received from Charles F. MacDonald, janitor, relative to his step-rate salary increase.

It was voted to adjourn.

Respectfully submitted,

It was voted to adjourn.

MRS. CORA BUTLER CONANT
Chairman

ADJOURNED.

EDWARD J. O'CONNELL
Secretary of the School Committee

SCHOOL COMMITTEE
(OFFICIAL REPORT)

Wednesday, December 27, 1944

Special Meeting (Executive Session):

Called by unanimous agreement of the members present at the meeting of December 18, 1944, for the purpose of considering and acting upon the School Department budget for the year 1945.

Members present: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran.

Mayor Corcoran in the chair.

On the following roll-call it was voted that the City Manager be requested to recommend to the City Council an appropriation of $456.52 to the 1944 account for B-8 Light and Power, said sum to be provided by transfer from the 1944 appropriation for A-1 Personal Service: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'Yea.'

At the meeting of December 4, 1944, it was voted to refer to the budget an order "that a sum sufficient to provide an increase in the amount of $165.00 in the salaries of all School Department employees be included in the 1945 School Department budget, Salary Appropriation." Committeeman Wood moved that an increase of $65.00 per year be granted to all School Department employees. Committeeman Dr. Gummere seconded the motion. Committeeman Foley moved to amend Committeeman Wood's motion by striking out the words "sixty-five dollars per year" and inserting in place thereof the words "one hundred sixty-five dollars per year." On the following roll-call Committeeman Foley's amendment failed of adoption: Committeemen Mr. Foley, Miss Kelleher and Mr. Reardon voting 'Yea;' Committeemen Mrs. Conant, Dr. Gummere, Mr. Wood and Mayor Corcoran voting 'Nay.' Committeeman Wood then withdrew his motion by unanimous consent and it was voted on the following roll-call to adopt a motion by Mayor Corcoran seconded by Committeeman Foley "that an increase of One Hundred ($100.00) Dollars per year, effective January 1, 1945 be granted all School Department employees, and a sum sufficient to cover this increase be included in the budget:" Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'Yea.' A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Committeeman Dr. Gummere, seconded by Committeeman Wood, it was voted on the following roll-call that a sum of $20,000.00 be appropriated to B-29 Services-Repairs: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Wood and Mayor Corcoran voting 'Yea;' Committeeman Mr. Reardon voting 'Nay.' A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Committeewoman Mrs. Conant, seconded by Committeeman Reardon, it was voted on the following roll-call that a sum of $8,000.00 be appropriated to E-1 Materials for Repair: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'Yea;' A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Committeeman Wood, seconded by Committeeman Reardon, it was voted on the following roll-call that a sum of $200.00 be appropriated to F-3 Committee Expenses: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'Yea.' A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Committeeman Dr. Gummere, seconded by Committeewoman Miss Kelleher, it was voted on the following roll-call that a sum of $4,000.00 be appropriated to G-16 Athletic Clothing: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'Yea.'

It was voted to hold in abeyance the

matter of an appropriation to G-13 Plastics.

It was voted that the Assistant Superintendent of Schools be instructed to confer with Dr. Walter Cronin, Chief Air Warden, to determine his opinion as to the tenancy of the ARP in the Rindge Technical School building.

Mayor Corcoran moved that a sum of $1,000.00 be appropriated to B-28 Expert and that Patrick J. Moynihan be retained as auditor of the School Department accounts for the year 1945. Committeeman Wood moved to amend by substituting the motion submitted by Committeewoman Mrs. Conant at the meeting of December 4, 1944 relative to opening to competitive bidding the determination of an accountant of the School Committee books and accounts for 1945. On the following roll-call the amendment failed: Committeemen Mrs. Conant, Dr. Gummere, and Mr. Wood voting 'Yea;' Committeemen Mr. Foley, Miss Kelleher, Mr. Reardon and Mayor Corcoran voting 'Nay.' On the following roll-call it was voted to adopt the main motion "that a sum of $1,000.00 be appropriated to B-28 Expert and that Patrick J. Moynihan be retained as auditor of the School Department accounts for the year 1945." Committeemen Mr. Foley, Miss Kelleher, Mr. Reardon and Mayor Corcoran voting 'Yea;' Committeemen Mrs. Conant, Dr. Gummere and Mr. Wood voting 'Nay.' A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Committeeman Wood, seconded by Vice-Chairman Miss Kelleher, it was voted on the following roll-call that a sum of $500.00 be appropriated and allocated for freshmen coaches: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'Yea.'

On motion by Committeeman Foley, seconded by Committeeman Reardon, it was voted on the following roll-call that the salary of Peter H. Igo, teacher of Physical Education in the elementary schools, be established at $2,650.00 per year: Committeemen Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'Yea;' Committeewoman Mrs. Conant not voting.

On motion by Vice-Chairman Miss Kelleher and seconded by Committeewoman Mrs. Conant it was voted on the following roll-call to adopt a recommendation by the Superintendent that teachers of remedial reading in the elementary schools be placed on the salary level of teachers of special classes: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'Yea.'

The Superintendent reported that the open air class at the Thorndike School has only seven pupils and recommended that effective January 1, 1945 they be transferred to the open air class at the Wellington School, said pupils to be transported from the Thorndike School to the Wellington School daily by taxicab at a cost of seventy-five (75c) cents per trip. On motion by Committeeman Wood, seconded by Committeeman Dr. Gummere, it was voted on the following roll-call to adopt the Superintendent's recommendation and that a sum sufficient to cover cost of transportation be included in the budget: Committeemen Mrs. Conant, Mr. Foley, Dr. Gummere, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'Yea.'

On the following roll-call it was voted on motion by Committeeman Mr. Foley, seconded by Vice-Chairman Miss Kelleher, that a sum of $1,000.00 be appropriated for the services of an architect to be selected by His Honor the Mayor and a sum of $500.00 be appropriated for the services of an expert on child health care to be selected by Committeeman Dr. Gummere and engaged as consultant to the architect for the purpose of carrying out the order of the School Committee adopted at a meeting held on June 5, 1944 recommending the replacement of the present Wyman Open Air School with a modern health school: Committeemen Mr. Foley, Miss Kelleher, Mr. Reardon, Mr. Wood and Mayor Corcoran voting 'Yea;' Committeemen Mrs. Conant and Dr. Gummere voting

'Nay.' A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

On motion by Vice-Chairman Miss Kelleher it was voted that the sum of $5,000.00 be appropriated to defray the cost of conducting a survey of repairs needed in the school buildings as a post-war project in accordance with an order adopted by the School Committee at a meeting held on June 19, 1944: Committeemen Mrs. Conant, Mr. Foley, Miss Kelleher, Mr. Reardon and Mayor Corcoran voting 'Yea;' Committeemen Dr. Gummere and Mr. Wood voting 'Nay.' A motion to reconsider this vote, hoping same would not prevail, failed of adoption.

It was voted that the budget as recommended at this meeting and set forth below, be referred to the next regular meeting of the School Committee for action:

		Expended 1943	Expended to Oct. 31, 1944	Required Nov. and Dec.	Budget Appropriation 1944	Total Appropriation 1944	Requested 1945
A- 1	Personal Service	$1,614,559.33	$1,351,295.33	$285,761,76	$1,657,022.64	$1,639,492.64	$1,743,061 33
B- 1	Printing and Binding	2,179.59	1,652.60	1,200.00	3,000.00	3,000.00	3,000.00
B- 2	Postage	1,280.52	800.00	——	800.00	800.00	1,200.00
B- 3	Advertising and Posting	155.25	81.51	35.00	150.00	150.00	150.00
B- 4	Transportation	850.00	306.04	350.00	800.00	800.00	800.00
B- 5	Cartage and Freight	818.83	1,161.14	343.67	1,200.00	1,500.00	1,500.00
B- 7	Heating	27,359.64	14,893.86	6,447.88	25,000.00	25,000.00	25,000.00
B- 8	Light and Power	17,646.81	14,793.23	6,663.22	17,500.00	21,456.45	21,500.00
B-10	Rent	602.99	522.50	63.50	600.00	600.00	600.00
B-11	Insurance—Cars, Boilers	102.00	102.00	——	102.00	102.00	1,102.00
B-13	Communications	3,262.52	2,243.28	817.29	3,325.00	3,325.00	3,300.00
B-14	Motor Vehicle Repairs	29.25	3.75	——	75.00	75.00	75.00
B-18	Cleaning	25.82	71.10	21.62	50.00	100.00	100.00
B-22	Medical		38.00	——	——	50.00	100.00
B-27	Testing Materials	51.00	19.50	——	200.00	100.00	100.00
B-28	Expert	1,000.00	500.00	500.00	1,500.00	1,000.00	7,500.00
					1,000.00		
B-31	Extermination	861.58	650.94	214.98	900.00	900.00	900.00
B-35	Fees	4.00	——	4.00	4.00	4.00	4.00
B-29	Services—Repairs		11,593.15	3,738.43	12,000.00	18,300.00	20,000.00
B-42	Graduation Exercises	778.57	671.67	——	800.00	671.67	700.00
B-44	Travel Outside State		95.81		230.00	95.81	200.00
SUPPLIES							
D- 1	Office	624.06	644.56	67.50	800.00	800.00	800.00
D- 3	Fuel	33,013.68	36,655.39		35,000.00	40,250.00	41,000.00
D- 5	Medical		139.58		100.00	200.00	200.00
D- 8	Cleaning	3,516.89	1,675.54	135.37	4,000.00	2,030.00	3,000.00
D- 9	Educational	27,170.35	17,709.11	5,175.53	30,090.00	29,090.00	30,090.00
D-11	Gasoline and Oil	93.08	65.51	5.78	100.00	100.00	100.00
D-16	Not Otherwise Coded		1,486.62	189.55	1,000.00	2,350.00	3,000.00
D-17	Motor Vehicle Parts	12.95	26.19		50.00	50.00	50.00
D-18	Text Books	16,500.00	12,064.59	2,595.68	16,000.00	16,000.00	16,000.00

BUDGET—Continued

		Expended 1943	Expended to Oct. 31, 1944	Required Nov. and Dec.	Budget Appropriation 1944	Total Appropriation 1944	Requested 1945
MATERIALS							
E- 1	For Repairs		4,296.24	839.15	8,000.00	6,000.00	8,000.00
SPECIAL							
F- 1	Teachers' Examinations	1,189.00					1,500.00
F- 2	Tuition to Other Cities	1,818.17	1,110.44	59.50	1,800.00	1,300.00	1,500.00
F- 3	Committee Expenses	157.78	12.41		200.00	12.41	200.00
F- 4	Trans. of Pupils	4,219.50	3,852.00	953.50	5,000.00	5,000.00	5,275.00
F- 5	Minors License Refunds	16.50	9.00	.75	25.00	25.00	15.00
F- 8	Pensions		10,699.31	2,405.87	11,736.57	13,106.57	13,778.41
F- 8	Retirement Chap. 419				3,393.00	3,393.00	2,700.00
F-11	Workingmen's Comp.	581.58	112.94		400.00	400.00	300.00
F-12	Job Training Inst.		15.00			30.00	
F-14	Lanham Act Funds				1,700.00	1,700.00	
G- 7	Furniture and Furnishings	6,697.82	3,449.24	442.15	3,000.00	4,000.00	4,000.00
G- 8	Educational Equip.	2,946.07		150.00	3,000.00	1,000.00	4,000.00
G- 9	Office Equipment		55.05	168.00	300.00	300.00	300.00
G-16	Athletic Clothing	1,978.43	989.11	924.40	3,000.00	3,000.00	3,000.00
G-17	Equipment not Otherwise Coded		48.02		100.00	100.00	100.00
G-18	Plastics			2,267.43		3,000.00	
		$1,772,103.50	$1,496,611.26	$322,541.11	$1,855,053.21	$1,850,759.55	$1,969,800.74

It was voted to adjourn.

ADJOURNED.

EDWARD J. O'CONNELL

Secretary of the School Committee